NANA

Girls & Women Empowerment Initiative

Procurement Policy

Table of Contents

Table of Contents **2**
1.1 SCOPE 2
1.2 acronyms 3
1.3 definitions 4
1.4 Procurement Committee 5
1.5 general procurement proceedings 6
1.6 Bid Requirements 7
1.7 Exceptions to Bid Requirements (Sole Source Justification) 8
1.8 Conflicts of Interest 9
2.0 Special Requirements under U.S. Government Funded Awards / Contracts 10
3.0 procurement planning 10
3.1 procurement proceedures 12
3.1.1 Purpose of procurement procedures 12
3.1.2 Initiation of Procurement Process 12
3.1.3 Procurement Standard Practice 12
3.1.4 Procurement Methods 14
3.1.5 Procurement Process 17
4.0 Tracking and Reporting of Assets 19
4.3 Fixed Asset Register 20
Annexes 22

1.1 SCOPE

The purpose of this manual is to provide required assistance and guidelines in the management of Procurement and outline the policies and procedures laid down by NANA and the Government. It is to serve as a code of conduct as well as determinate the role of actors in the organization. This manual will serve as a guide and on-going reference to streamline the day to day working and monitoring and tracking the procurement activities of NANA.

The basic objective of procurement manual is to ensure compliance with all the provisions of procurement requirements. To ensure that the procurement is in line with the agreed procedures and guidelines as, this manual:

i. Provides equal opportunity to all interested bidders to compete in the procurement process;
ii. Ensures transparency and fairness in the process;
iii. Avoids cost and time over run; and
iv. Ensures best value for money.

1.2 ACRONYMS

EOI Expression of Interest
BER Bid Evaluation Report
SOPs Standard Operating Procedures
RFP Request for Proposal
PAR Procurement Approval Request

1.3 DEFINITIONS

a. **"Bid"** means a tender, or an offer by a person, consultant, firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by a PMIU;
b. **"Bid with Lowest Evaluated Cost"** means the bid quoting lowest cost amongst all those bids evaluated to be substantially responsive;
c. **"Bidder"** means a person or entity submitting a bid;
d. **"Bidding Documents"** means all documents provided to the interested bidders to facilitate them in preparation of their bids in uniform manner;
e. **"Conflict of Interest"** means –
   - **i.** Where a contractor, supplier or consultant provides, or could provide, or could be perceived as providing biased professional advice to NANA to obtain an undue benefit for himself or those affiliated with him;
   - **ii.** Receiving or giving any remuneration directly or indirectly in connection with the assignment except as provided in the contract;
   - **iii.** Any engagement in consulting or other procurement activities of a contractor, consultant or service provider that conflicts with his role or relationship with NANA under the contract;
   - **iv.** Where an official of NANA engaged in the procurement process has a financial or economic interest in the outcome of the process of procurement, in a direct or an indirect manner;
f. **"Consulting Services"** means services of an advisory and intellectual nature provided by consultants using their professional skills to study, design, organize, and manage projects, encompassing multiple activities and disciplines, including the crafting of sector policies and institutional reforms, specialist advice, legal advice and integrated solutions, change management and financial advisory services, planning and engineering studies, and architectural design services, supervision, social and environmental assessments, technical assistance, and programme implementation;
g. **"Contract"** means an agreement enforceable by law and includes General and Special Conditions, Specifications, Drawings and Bill of Quantities;
h. **"Goods"** means articles and object of every kind and description including raw materials, drugs and medicines, products, equipment's,

machinery, spares and commodities in any form, including solid, liquid and gaseous form, and includes services identical to installation, transport, maintenance and similar obligations related to the supply of goods, if the value of these services does not exceed the value of such goods;

i. **"Open Competitive Bidding"** means a fair and transparent specified procedure defined under these Rules, advertised in the prescribed manner, leading to the award of a contract whereby all interested persons, firms, companies or organizations may bid for the contract and includes both National and International Competitive Biddings;

j. **"Services"** includes physical maintenance, professional, intellectual, consultancy or advisory services but does not include appointment of an individual to a post or office, advertisement, arbitration, conciliation or mediation services, services of an advocate in a court case or any other services specifically excluded under the rules;

k. **"Value for Money"** means best returns for each rupee spent in terms of quality, timeliness, reliability, after sales service, up-grade ability, price, source, and the combination of whole-life cost and quality to meet the PMIU's requirements.

1.4 PROCUREMENT COMMITTEE

The procurement shall consist of:

S/N	DESIGNATION	RESPONSIBILITIES/EXPECTATIONS
1.	Director Operations	Ensure compliance to the procurement policy/procedure and support to analyze quotations.
2.	Project Lead/ Head of Department	Ensure items for procurement are adequately budgeted and approved and support to analyze quotations.
3.	Representative from requisition department	Member – Support to analyze quotations
4.	Finance Officer	Be the custodian of the manual, ensure procurement plan is followed to the latter and support to analyze quotations.

5.	Admin Secretary	Maintain all records pertaining to the procurement and support to analyze quotations.

The committee is to be chaired by the Head of the requisition department as the Procurement Manager. The committee must be an odd number and not less than 3 people. The committee shall be formed adhoc – as the need arises.

1.5 GENERAL PROCUREMENT PROCEEDINGS

1.5.1 Responsibility

Employees who buy goods or services for NANA are responsible for compliance with this policy, including but not limited to the following:

- taking all appropriate action to avoid purchasing unnecessary items;
- ensuring that incurred costs of procurement are properly coded for accounting; and
- ensuring that vendors do not appear on the OFAC 'Blocked Persons' list, the UN 1267 Committee list of 'Individuals associated with the Taliban,' or the Excluded Parties List System of the US government.

1.5.2 Lease/Purchase Analysis

Whenever appropriate, an analysis should be made of lease and purchase alternatives to determine which would be the most economical and practical procurement.

1.5.3 Competition

When procuring assets or services, NANA's employees must strive to find the best choice that meets requirements at hand, considering cost, quality, delivery, service, and applicable funder restrictions on eligibility of goods and services. All procurement shall be conducted in a manner to obtain, to the maximum extent practical, open and free competition among prospective suppliers.

1.5.4 Vendor Selection

In selecting suppliers NANA shall not discriminate among them based upon reasons irrelevant to purchasing requirements (e.g. based on supplier's sex, race, religion, etc.). Efforts shall be made

to provide sales opportunities to small businesses, minority-owned firms, and women-owned businesses whenever possible.

1.5.5 Procurement Approval Requirement

All purchases of NGN 100,000 or more require the prior approval of NANA's DO/ED as the case may require.

1.5.6 Announcement of Award of Contract Requirement

All purchase contracts totaling *NGN 10,000,000* or more must be publicly announced in for transparency and to enable competitive bidding.

1.6 BID REQUIREMENTS

The purpose of this policy is to ensure, to the maximum extent practical, that NANA obtains the benefits of open and free competition. NANA's employees who purchase goods or services for the company shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade.

In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids, and/or requests for proposals shall be excluded from competing for such procurements.

Awards shall be made to the bidder whose bid or offer is responsive to the solicitation and is most advantageous to NANA, price, quality, and other factors considered. Solicitations shall clearly establish all requirements that the bidder shall fulfill in order for the bid or offer to be evaluated by NANA. Any and all bids or offers may be rejected when it is in NANA's interest to do so.

1.6.1 Documentation Requirements

All procurements of assets with a purchase price of NGN 100,000 or more, and initial procurements of services with a purchase price of NGN 100,000 or more, require NANA's supply written bid solicitations to at least three providers, and that at least three bid quotations/proposals be received in writing and clearly identifying the company or organization of the bidder. Quotations should be acquired by distributing to potential suppliers a solicitation that clearly states the minimum requirements for the goods or services to be purchased. Wherever procurement of a particular brand name product is

required, the buyer shall document the justification for specifying that brand.

1.6.2 Solicitation Requirements

Solicitations for goods and services shall provide for all of the following.

(i) A clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not contain features which unduly restrict competition.

(ii) Requirements which the bidder must fulfill and all other factors to be used in evaluating bids or proposals.

(iii) A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.

(iv) The specific features of "brand name or equal" descriptions that bidders are required to meet when such items are included in the solicitation.

(v) The acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement.

(vi) Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources, protect the environment, and are energy efficient.

Buyers must document their solicitation and bids and include copies with the pertinent Procurement Approval Request form and Procurement Checklist, showing the justification for their choice of supplier.

1.7 EXCEPTIONS TO BID REQUIREMENTS (SOLE SOURCE JUSTIFICATION)

The following guidelines define acceptable criteria for identification of a vendor as a “sole source.” In a sole-source procurement, the bid requirements should be a memorandum-to-file, completed by the procuring employee, that justifies a reasonable exception(s) to these bid

requirements. This memorandum should be attached to the pertinent Procurement Approval Request (PAR) form.

Any of the following criteria may form the basis for a sole source justification.

(i) No other vendor responded to requests for bid quotations or proposals (as supported by evidence of sufficient solicitation of bids); or

(ii) No other vendor is willing or able to provide the goods or services needed (as supported by evidence of sufficient solicitation of bids); or

(iii) No other vendor is available during the period in which services are needed (as supported by evidence of responses to a documented solicitation); or

(iv) The chosen vendor has unique qualifications or abilities that make them preferable to any other vendor for the specific procurement (as specifically documented); or

(v) The vendor has consistently provided similar goods or services within the past 12 months (establishing reasonableness of cost) and solicitation of additional bid quotations prior to procurement would seriously delay project implementation; or

(vi) NANA's Long-Term agreement (LTA) for renewing/continuing an existing service agreement (e.g. lease, insurance, ISP, utilities, etc.) that was properly competed within the past 36 months.

1.8 CONFLICTS OF INTEREST

Board members, employees and consultants are required to disclose their employment by, investment in, or income from any source or business entity which contracts with or in the foreseeable future may contract with NANA to provide supplies, materials, equipment, services, or work of the type utilized by NANA, and for which such board member, employee, or consultant has the decision-making authority or participates in the making of the contract-letting decision.

No employee, officer, or agent of NANA shall participate in the selection, award, or administration of a contract in which federal funds are used, where, to that individual's knowledge, the individual or the individual's immediate family, partners, or organization has a financial interest, or with whom that individual is negotiating or has any arrangement

concerning prospective employment.
NANA's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors.

Violation of this standard of conduct shall result in disciplinary action by the Board of Directors (for violations involving board members or employees of NANA or by the *Executive Director* or his designee (for violations by employees and agents) that may include formal censure, removal from contract-letting responsibility, or dismissal.

2.0 SPECIAL REQUIREMENTS UNDER U.S. GOVERNMENT FUNDED AWARDS / CONTRACTS

The above policies govern African Community and Environmental Health Initiative ACE-Hi procurement in general. Certain awards/contracts, particularly those under U.S. government funding, have additional requirements. Direct and pass-through government funders include USAID, Dept. of State, NSF, and NED, among others. The following is a general summary of major provisions for most of these funders, but buyers must also review the funding document for specifics, and refer to sections 226.40-49 of Title 22 of the Code of Federal Regulations, "Administration of Assistance Awards to U.S. Non- Governmental Organizations" (22CFR Part 226) for awards/contracts from USAID, and to sections 145.40-49 of Title 22of the Code of Federal Regulations, "Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations" (22CFR Part 145) for awards/contracts from the Dept. of State.

3.0 PROCUREMENT PLANNING

NANA shall devise a mechanism for planning in detail for all proposed procurements, determining the requirements according to the approved work plan and within its budget and prepare an Annual Plan/budget for the financial year or a Rolling Plan for the life of the program, detailing the procurement methods applicable for specific procurements.

a. Rolling Plan: From the beginning of the year and from the beginning of each project, all activities are predefined and approved in the program's budget, therefore the Operations unit will prepare rolling plan covering the period of the program that will serve as a guideline,

parameter and overall control for initiating the procurement process of the program.

b. Identification of need: The Plan is based on the identification of the need of various categories of procurement required for the year and the program activities under each project.

c. Identification of type of procurement: At this stage, the Operations Unit will identify the types of procurement i.e. work, goods, or services based on the actual implementation requirement of the program.

i. Works

- Works contracts for construction of schools and educational facilities including provision of electrification, clean drinking water and sanitation facilities.
- Contract for emergency works.

ii. Goods

- Furniture & fixtures, equipment and books.
- Computers, printers, scanners, photocopy machines, fax machines, digital cameras, generators, security devices etc.
- Communication equipment, internet connectivity equipment.
- Software including software for Program management.

iii. Services

a. Consulting

- Long term and short-term consulting services from individual consultants or consulting firms.

b. Other Services Internet

- Security
- Transport
- Design, supervision, inspection, etc.
- Others

c. Method of Procurement: As far as possible the method of procurement is given in the plan for each category.

d. Review and update: The rolling plan is regularly and periodically reviewed by Operations Unit & Project Director

e. Publication on website: The plan will be posted in advance on the Authority's website as well as on websites of NANA.

4.0 PROCUREMENT PROCEEDURES

4.1.1 Purpose of procurement procedures

The purpose of procurement procedures is to ensure that:

- Procurements are made to the maximum extent possible on a practical, open and freely competitive basis
- The project obtains the maximum value for money on all procurements of goods and services
- Procured goods and services are delivered in the correct quantity and quality and in a timely manner

4.1.2 Initiation of Procurement Process

a. User section will raise the requisition-on-requisition form, submit to the head of the section and who will approve the requisition.
b. User department shall submit the requisition form to the procurement section of the project/ account unit.
c. Procurement Section shall follow the method given in the procurement plan after seeking budgetary approval from the finance section.

4.1.3 Procurement Standard Practice

The guiding principles to be followed in procurement of goods and services are as follows:

a. **Competitive bidding**: The essence of this principle is that all persons have an unimpeded opportunity to bid and win. The market should be defined as broadly as possible.

b. **Transparency**: Processing of tenders should involve more than one person. Information on the job to be done and goods to be procured should be readily available to all possible competitors. It also means that the basis of awarding of contracts should be as logical and fair as possible.
c. **Supremacy of the procurement committee**: The final decision rests with the procurement committee. This committee should thus have an unimpeded right to assess possible bidders and decide on the merits of each. If a procurement committee does not exist due to staff limitation, the Director Operation should ensure single individual is not allowed to initiate and execute procurements. The committee will take into account the following guidelines:
    a. Quality of materials and support services should be in line with organizational /community standards.
    b. A market survey of the goods or services to be purchased should be conducted periodically.
    c. Procurement must be guided by the approved budget and best practices
    d. The purchase committee is not bound to the highest or lowest bidder, but be guided by the reasonable and justifiable price analysis based on quality, comparable quotes, market forces, bidder's previous performance and track records and many other relevant factors as may be considered justifiable by the committee.
    e. Other requirements include:
        i. Open, free and competitive bids
        ii. Quotation bids must be received sealed on or before the specified closing date.
        iii. None of the quotation bid should be opened unless by the minimum of simple majority of the procurement committee.
        iv. Proper analysis of the bids should be made before recommendation of successful bidder.
        v. Appropriate procurement committee report and records must back up the committee's recommendations.

4.1.4 Procurement Methods

Before any procurement process starts, the Project Director should determine the need for procurement based on the budgeted activities/procurement. Quotations should only be invited for significant budgeted procurements. Where an unbudgeted (e.g. as part of or in support of a Quick Win) major procurement is to be made, prior approval should be sought from the ED/PD

After confirmation that the proposed procurement is within the budget, the following activities should be carried out:

- Request for quotations
- Consideration and awarding of quotations
- Signing of contract /LPO
- Receiving and inspection of goods

a. Bidding: The bidding process (also known as the tender process) is a method to select the most suitable service provider or supplier by comparing proposals against specific criteria.

The bidding process provides a thorough way of evaluating a partner's competencies before a contract is awarded. Goods and services may be procured by tendering. The bid must include complete, clear and accurate information on:

- Responsibilities of contractor/specifications of tasks/ type of goods or services required
- Minimum qualifications and experience required for consultancy contracts
- Terms of Reference (ToR)
- Identification of the project as the originator, full details of where and by when (date and time of bid closing) the offer must be submitted
- Time frame for the proposed order, from issue of order to final delivery

The Procurement Manager shall initiate the **procurement process** as under:

1. Preparation of Bidding Documents.
2. Advertisement and Publication.
3. Receiving and Recording of Bids.

4. Cancellation of bidding process.
5. Bids evaluation.

    a. Opening of bids.
    b. Evaluation of bids.
    c. Preparation of Comparative statement.
    d. Announce of bid evaluation report.

6. Acceptance, approval and award of contract.

b. Quotations (Request for Proposals)

Goods and services can be procured through quotations. The procedures are as follows:

- Obtain quotations from at least three separate and independent suppliers
- Fill in the Comparative Quotation Analysis (CQA) to analyze and document justification for recommending a particular vendor
- In compiling the CQA above, in addition to prices, other factors such as reliability, previous satisfactory performance, quality products/services and delivery schedules should be considered.

c. Direct Purchase / Contracting

Goods and services valued at less than N200, 000 can be purchased directly from the market after obtaining the approval of the Director Operation. The grant recipient should develop a list of reliable suppliers to expedite future purchases.
Direct Contracting method means procurement from a single source without competition and shall only be applicable under any of the following conditions

i. Standardization (specification) of equipment or spare parts, to be compatible with the existing equipment (in use by NANA); Provided that the competent authority certifies in writing the compatibility of the equipment spare part(s) to be procured;
ii. The required item(s) is of proprietary nature and obtainable only from one source; Provided that the Head of the Department certifies in writing the proprietary nature of the item(s) to be procured;

iii. The contractor responsible for a process design requires the purchase of critical items from a particular supplier as a condition of a performance guarantee;

iv. Where civil works are to be contracted and are a natural extension of an earlier or ongoing job and it can be ascertained that the engagement of the same contractor will be more economical and will ensure compatibility of results in terms of quality of work subject to clause (e) below;

v. Where a change of supplier would oblige NANA to acquire material having different technical specifications or characteristics and would result in incompatibility or disproportionate technical difficulties in operation and maintenance; Provided that the competent authority certifies in writing the compatibility of the materials to be procured;

vi. When the price of goods and works and service related thereto, is fixed by Government or any other authority, agency or body duly authorized by the Government, on its behalf;

vii. For purchase of locally manufactured motor vehicle from local manufacturers or their authorized agents at manufacturer's price;

viii. In cases of emergency; Provided that the Head of the Department or any other officer to whom such powers have been delegated by the Head of the Department, declares that a situation of emergency has arisen and reasons for making such a declaration shall be recorded in writing.

S/N	AMOUNT	METHOD
1.	Less than NGN 200,000	Direct purchase
2.	More than NGN 200,000	Quotation
3.	More than 10,000,000	Bidding
4.	More than 100,000,000	National Competitive Bidding
5.		

4.1.5 Procurement Process

1. Need Identification:
Understanding the needs of the business is the first step in the procurement process. Recognizing the need for buying a new item or reordering an item that falls below the inventory threshold is done based on requirement analysis. All the stakeholders need to be consulted before placing the requisition for the input. The procurement process begins when a requirement has been identified.

2. Determining the requirement specifications:
Once the requirement has been identified, technical specifications of the requirement need to be determined (for an item that has been previously purchased). For an item that is to be newly purchased, technical specifications are generated after consulting the technical stakeholders. Accurate determination of the specifications ensures no mistakes in the procurement process.

3. Sourcing:
Once the specs and the quantity of the requirement are finalized, various sourcing options for the item need to be researched. The vendor list is already available for repeat orders. The procurement team can assess the pre-existing vendor list based on the quality of deliverables, on-time delivery, and pricing and discount options provided by the vendor. For new purchases,

a. Vendors need to be identified and vetted based on their reputation (Sam search inclusive), quality, delivery speed, pricing, and reliability.

b. The request for proposal (RFP) is sent out. Usually, a minimum of 3 quotations is obtained for the purchase of an item. The quotations are then scrutinized based on a host of factors and the best quotation is then submitted to the management for approval. Where bidding or tendering is involved, the respective tenders are published.

4. Negotiating and finalizing payment terms and price:
This step is an extension of sourcing, where price negotiations are conducted with the shortlisted vendors before finalizing the vendor. Transparency in the bidding process ensures the best quality and value of the supply.

5. Raising the purchase requisition and order:
Post negotiation and finalization of the purchase order, a purchase requisition for the vendor is raised and submitted for approval. Upon

approval by an appropriate authority (ED or DO), a purchase order containing complete details of the order, including quantity, price, time and date of delivery, and terms and conditions is generated. The order specifications need to be compared against the purchase requisition and supplier quote in order to avoid any errors or overlooks.

6. Delivery of purchase order:
The purchase order is then delivered to the vendor either through email or in person, as per the agreement between the vendor and buyer.

7. Follow up on the purchase:
Follow-up on the timely delivery of goods is required to avoid any unforeseen delays. Creating a timeline that factors in any unforeseen delays ensures that delivery schedules are met.

8. Supply and inspection:
Once the goods or services are ready for delivery, the Nana's team shall inspect the supplied items to ensure that they are as per the purchase order. After inspection, Nana may either accept or reject the supplied items as per the agreed terms and conditions. Acceptance of the order initiates the vendor payment process.

9. Payment process:
Initiation of the payment is done after validating all the documents related to the purchase, such as the original purchase order, payment invoice, and order receipt. Any discrepancies found are resolved before processing the payment. Payment is made as per agreed terms.

10. Documentation and review:
The entire procurement cycle is documented for auditing and taxation purposes by the Admin and Finance team. Once documentation is complete, appropriate authorities must review the process to identify any disputes (if any) and resolve them.

4.1.6 Procurement Approval Matrix

NANA Girls & Women Empowerment Initiative	Procurement Approval Authority Matrix	Office Location:	Sokoto and Kebbi
		Effective Date:	September, 2022.
Activity	**Limit**	**Authority**	
Procurements			
Vendor Selection	All	Director Operations	
Quotation Analysis	All	Director Operations	
Purchase Request	Less than or equal N 200,000	Director Operations	
Purchase Request	Above N 200,000	**Executive Director**	
Purchase Order	Less than or equal N 200,000	Director Operations	
Purchase Order	Above N200,000	**Executive Director**	

5.0 TRACKING AND REPORTING OF ASSETS

Immediately upon receiving an asset with a current fair market value of NGN 100,000 or more, the receiving office shall register it in NANA's asset register with the Accounting Department. NANA shall maintain procurement records that include bid and purchase information, make, model, serial number and location, among other information.

If a tracked asset is donated, the Executive Director or Department Head and a second authorized official must complete and sign an Equipment Donation Authorization form (available from Accounting). The completed form should be sent to NANA's Accounting Department.

When a tracked asset is lost, stolen, destroyed, or otherwise removed from service, the Account unit shall be notified in writing. Notification shall be dated and include the asset tag number, description of the item, and an explanation of the reason for removing the asset from the active asset list.

An organization-wide inventory of tracked assets is undertaken annually. This inventory is the basis for the asset insurance charges. If the asset is not listed on the inventory, it is not insured. Accounting sends inventory sheets electronically to all offices. The office is to account for all assets on the sheets, and add any asset that is in the office but not on the sheets. The inventory sheets are to be sent back to accounting both electronically and in hard copy.

Assets are valued at the historical purchase cost for inventory, insurance, and donation purposes. Assets are valued at fair market value at award/contract closeout for disposition with the funder.

5.1 Equipment Maintenance

Equipment (durable assets with current fair market value of more than *NGN 100,000* per unit) shall be inspected by a qualified technician every six months. At the time of inspection, the technician will perform preventive maintenance as recommended by the manufacturer.

For each piece of equipment inspected, the technician will fill out an "Equipment Inspection Report" describing the following:

- Date of inspection;
- Machine inspected with model and serial number;
- Maintenance performed;
- Repairs needed, if any; and
- Parts required for repair.

The report must be signed by the inspecting technician. An appropriate Equipment Inspection Report form is available from NANA's Accounting Department. Equipment Inspection Reports should be forwarded NANA's Accounting Department for approval of suggested repairs and ordering of required parts, if necessary.

5.2 Disposition

At the close of a project, the Account unit will provide a listing of all inventoried property purchased under the award/contract. This listing will include a fair market value column. A request for disposition will be sent to the funder according to the grant documentation and the applicable regulations.

5.3 Fixed Asset Register

NANA shall maintain a Fixed Asset Register for all assets. The purpose of fixed asset procedures is to ensure:

- Grant recipient's assets are safeguarded by recording their details and monitoring their location and condition.

- Any movements of fixed assets is monitored and recorded in the Fixed Assets Register.
- Register of Non-Expendable (Fixed) Assets shall be maintained by NANA.
- The asset item should also bear the asset number marked in an indelible form.
- Obsolete assets will continue to keep their number until they are properly disposed.
- Approval must be obtained from the Foundation for disposal of assets procured with the project funds.
- Where an asset is replaced, it will be issued a new number
- The Assets register will record asset description, classification, cost, date of purchase, identification number, location, custodian, date of disposal, and disposal cost.
- Regular checks, at least once yearly, to confirm the physical existence of the assets should be carried out by the accountant and report to NANA's board of Directors.

- The Assets as may be applicable shall be classified as follows:

Type of Asset	**Code**
Motor Vehicle	MVH
Office Furniture and Fittings	OFF
Office Equipment	OEQ

Format for the identification number of NANA assets will be as follows:

Location / NANA - Type of Asset / Serial Number
(SOK / NANA/OFF / 001; BK/ NANA/OEQ / 003, etc)

ANNEXES

Purchase Order Form

NANA
Girls & Women Empowerment Initiative

LPO No:

PURCHASE ORDER

TO:	
Supplier/Vendor:	
Address:	
Attention of:	

FROM:	
Supplier/Vendor:	
Address:	
Attention of:	

JOBBING DATE		**DELIVERY DATE**		**PAYMENT TERMS**		
				100% after delivery		
S/N	FULL DESCRIPTION			QTY	UNIT PRICE	TOTAL (₦)

Approved by:

Authorized by:

Name: _____ _____

Position: _____ _____

Sign _____ _____

Quotation Analysis Sheet

NANA
Girls & Women Empowerment Initiative

QUOTATION ANALYSIS SHEET

Procurement Type: (Circle) Repairs Maintenance **Supplies** Construction

Description:

Suppliers Names			1st Service Provider		2nd Service Provider		3rd Service Provider		**Remarks**
			CHITUMU ENTERPRISES		TILA COMPUTERS		CHOBOC NIG LTD		
S/No	**Item**	**Qty**	**Unit cost**	**₦**	**Unit cost**	**₦**	**Unit cost**	**₦**	
1									

Recommendation: from the above analysis, We recommend that we contract the 2nd supplier (Tilaa computers) for the supply of the 8 Laptops because they have the lowest overall cost and a guaranteed quality.

	Prepared by:	**Reviewed by:**	**Approved by:**
Name			
Sign			
Date			

Procurement Inspection Form

NANA
Girls & Women Empowerment Initiative

Head Office: Nana building, Eastern Bypass, Opposite Pinnacle Hotel, Tamaje Area Sokoto State

Procurement Inspection Form (GRN/JCS)

Purchase Order No.:

Supplier Name:

Address:

Item No.	Description of Items Received	Qty. Ordered	Qty. Received	Comments/Notes

Condition of Commodities Received:	**Compliance with Order Requirements**: (Tick			
New				
Poor (e.g., scratches, defects), describe:		**Yes**	**No**	**N/A**
	Correct Items/Models Delivered?			
	Correct Quantities Delivered?			
	Meets Technical Requirements?			
	Meets USAID Geographic Code?			

Additional Notes Regarding Inspection:	**Overall Inspection Result**:
	Pass
	Fail

Inspection Approvals:

Procurement Team Approval:	Operations or Technical Team Approval:
Name:	Name:
Title:	Title:
Signature:	Signature:
Date:	Date:

*****Attach copy of delivery note or delivery receipt (if received from supplier) to this inspection form*****

.