Purple Dew Procurement Guidelines

1. HUMAN RESOURCES

1.1 Local Personnel / 1.2 Expatriate Personnel

Required Documents for Employees:

- Employment Contract
- Identification Document
- Insurance Certificate
- Pay Slip
- Salary Payment Evidence (e.g., cheque, bank transfer, receipt)
- Tax Payment Evidence (if cumulative, a table detailing names and amounts)
- Social Security Contribution Payment Evidence (table if cumulative)
- Insurance Payment Evidence (table if cumulative)
- Payments for Work/Residence Permits
- Payments for Equipment (e.g., uniforms)

Required Documents for Consultants:

- Contract
- Identification Document
- Fee Note
- Fee Payment Evidence (e.g., cheque, bank transfer)
- Tax Contribution Payment Evidence



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1.3 Daily Allowances / Per Diem for Missions

Required Documents:

- Mission Order (detailing authorization, individual, purpose, duration)
- Evidence of Accommodation, Meals, and Transportation
- Participation Fees for Seminars or Conferences Or:
- Mission Sheet with Authorization Evidence
- Daily Mission Allowance Receipt (including NGO per diem policy)

2. TRAVEL

2.1 International Travel

Indicate the number and cost of round-trip flights in economy class for the project, including country of origin and destination.

Required Documents:

- Invoice from Travel Agency
- Payment Evidence (e.g., cheque, bank transfer, receipt)
- Flight Ticket
- Boarding Pass (or declaration in case of loss)

For Train Travel:

- Stamped Train Ticket (indicating price)



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2.2 Local Transportation

Required Documents:

- Invoice from Travel Agency for Domestic Flights
- Payment Evidence (e.g., cheque, bank transfer, receipt)
- Flight Ticket
- Stamped Train Ticket (indicating price)
- Bus Ticket (indicating price)

3. EQUIPMENT AND MATERIALS

Cost for purchasing or leasing necessary materials for project implementation, including installation costs.

3.1 Vehicle Purchase or Lease

Note: For amounts ≥ €1,000, select the supplier based on three offers.

Required Documents: For Vehicle Purchase:

- Procurement Procedure (tender, quotation, selection report, comparative table)
- Invoice
- Payment Evidence (copy of cheque or bank transfer)
- Vehicle Logbook
- Registration in the Project Inventory

For Vehicle Lease:

- Supplier Selection Procedure (quotation request, selection report, comparative table)
- Lease Agreement



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- Copy of Vehicle Logbook evidencing the lease
- Invoice (if applicable)
- Payment Evidence (copy of cheque or bank transfer)

3.2 Furniture and IT Equipment

Note: For amounts ≥ €1,000, select the supplier based on three offers.

Required Documents: For Furniture:

- Procurement Procedure (quotation request, selection report, comparative table)
- Invoice
- Payment Evidence (copy of cheque or bank transfer)
- Delivery Note
- Registration in the Project Inventory

For IT Equipment:

- Procurement Procedure (quotation request, selection report, comparative table)
- Invoice
- Payment Evidence (copy of cheque or bank transfer)
- Delivery Note
- Registration in the Project Inventory



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3.3 Machinery, Tools, and Equipment

Note: For amounts ≥ €1,000, select the supplier based on three offers.

Required Documents:

- Procurement Procedure (quotation request, selection report, comparative table)
- Invoice
- Payment Evidence (copy of cheque or bank transfer)
- Delivery Note
- Registration in the Project Inventory

3.4 Spare Parts for Machinery, Tools, and Equipment

Note: For amounts ≥ €1,000, select the supplier based on three offers.

Required Documents:

- Procurement Procedure (quotation request, selection report, comparative table)
- Invoice
- Payment Evidence (copy of cheque or bank transfer)
- Delivery Note



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4. FIELD OFFICES

4.1 Vehicle Costs

Note: For amounts ≥ €1,000, select the supplier based on three quotes. A list of vehicles allocated to the project, including their registration numbers, must be provided at the project's inception.

Required Documents: For Fuel Purchases:

- Payment Evidence (receipt from gas station indicating vehicle registration, fuel quantity, and total amount).

For Tire Purchases:

- Procurement Procedure (quotation request, selection report, comparative table)
- Invoice
- Payment Evidence (copy of cheque or bank transfer).

For Insurances:

- Procurement Procedure (quotation request, selection report)
- Copy of Insurance Policy
- Payment Evidence (copy of cheque or bank transfer).

For Maintenance Fees:

- Procurement Procedure (quotation request, selection report)
- Invoice
- Payment Evidence (copy of cheque or bank transfer).

For Minor Repairs Paid in Cash:

- Paid invoice or receipt. The registration number must always be clearly identifiable.



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4.2 Rental of Premises

Required Documents:

- Lease Agreement
- Identification Documents of Signatories
- Invoice or Payment Request from Landlord, clearly stating the leased structure (address or identification code).
- Payment Evidence (copy of cheque or bank transfer).

4.3 Consumables and Office Supplies

Note: For amounts ≥ €1,000, select the supplier based on three offers.

Required Documents:

- Procurement Procedure (quotation request, selection report)
- Invoice
- Payment Evidence (copy of cheque or bank transfer)
- Delivery Note.

For Limited Purchases:

- Invoice and payment evidence for cash purchases.



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4.4 Other Services (Telephone/Fax, Electricity/Heating, Routine Maintenance)

For Telephone/Fax and Internet:

- List of billable numbers provided at project commencement.
- Telephone Invoice
- Payment Evidence (copy of cheque or bank transfer)
- Telephone cards and purchase receipt.

For Electricity/Heating:

- Invoice
- Payment Evidence (copy of cheque or bank transfer).

For Routine Maintenance: **Note:** For amounts ≥ €1,000, select the supplier based on three quotes.

- Selection Procedure (tender, selection report).
- Contract, if signed.
- Invoice.
- Payment Evidence (copy of cheque or bank transfer).

For Sporadic Maintenance Paid in Cash:

- Paid invoice or receipt. If costs are prorated, indicate the allocation criteria.



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5. OTHER COSTS AND SERVICES

5.1 Publications

Note: For amounts ≥ €1,000, select the supplier based on three offers.

Required Documents: For Printing:

- Procurement Procedure (quotation request, selection report)
- Invoice
- Payment Evidence (cheque, bank transfer, receipt)
- Delivery Note.

For Consultancy Firms:

- Contract
- Fee Note
- Evidence of Fee Payment
- Evidence of Professional Withholding Tax Payment.

5.2 Studies and Research

Note: For amounts ≥ €1,000, select the supplier based on three offers.

Required Documents: For Service Providers:

- Selection Procedure
- Terms of Reference
- Contract
- Invoice



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- Payment Evidence
- Copy of the Study or Research.

For Consultancy Firms:

- Selection Procedure
- Terms of Reference
- Contract

- Fee Note
- Payment Evidence
- Copy of the Study or Research.

5.3 Expense Verification (Audit)

Note: For amounts ≥ €1,000, select the supplier based on three offers.

Required Documents:

- Auditor Selection Procedure
- Terms of Reference
- Contract
- Invoice
- Payment Evidence
- Audit Report.



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5.4 Evaluation Fees

Note: For amounts ≥ €1,000, select the supplier based on three offers.

Required Documents:

- Selection Procedure
- Terms of Reference
- Contract
- Invoice
- Payment Evidence
- Evaluation Report.

5.5 Translation and Interpretation Fees

Note: For amounts ≥ €1,000, select the supplier based on three offers.

Required Documents: For Service Providers:

- Selection Procedure
- Specifications
- Contract
- Invoice
- Payment Evidence.

For Consulting Firms:

- Selection Procedure
- Specifications
- Contract



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- Fee Note
- Payment Evidence.

5.6 Conference and Seminar Organization Fees

Note: For amounts ≥ €1,000, select the supplier based on three offers.

Required Documents: For Service Providers:

- Selection Procedure
- Contract
- Invoice
- Payment Evidence
- Seminar Minutes.

For Internal Organization:

- Venue Selection Procedure
- Contract
- Invoice
- Payment Evidence
- Terms of Reference for Speakers.



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5.7 Communication and Visibility

Note: For amounts ≥ €1,000, select the supplier based on three offers.

Required Documents: For Service Providers:

- Selection Procedure
- Specifications
- Contract
- Invoice
- Payment Evidence.

For Consulting Firms:

- Selection Procedure
- Specifications
- Contract
- Fee Note
- Payment Evidence.

For Materials:

- Procurement Procedure
- Invoice
- Payment Evidence
- Delivery Note
- Sample or Photographic Documentation.



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6. MISCELLANEOUS

6.1 Civil Engineering Works

Note: For amounts ≥ €1,000, select the supplier based on three quotes.

Required Documents: For Construction Companies:

- Selection Procedure (quotation request, selection report)
- Contract with Payment Schedule
- Invoice
- Payment Evidence (cheque, bank transfer, receipt)
- Final Inspection Report
- Final Payment Balance at the end of the warranty period (approximately six months).

For Consulting Firms:

- Selection Procedure
- Terms of Reference
- Contract
- Proof of Payment for Fees
- Proof of Payment for Withholding Tax and Other Contributions

Construction Materials:

- Procurement Procedure (quotation request, purchase order)
- Invoice
- Proof of Payment
- Delivery Note



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6.2 Land/Property

Required Documents:

- Document from the Seller Certifying Ownership
- Purchase Deed/Contract
- Title Deed and Results of Searches from the Land Registry
- Proof of Payment (cheque, bank transfer, receipt)

6.3 On-Site Staff Training

Note: For amounts ≥ €1,000, the provider must be selected based on three offers.

Required Documents:

- List of Trainees:
  - Location, Date, Purpose of Training
  - Signatures of Participants

Travel, Meals, and Accommodation Expenses:

- List of Participants with Amounts Disbursed
- Verified Identification of Participants (ID document)

Trainers:

- Contract, Copy of ID, CV
- Pay Slip
- Proof of Payment



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Materials:

- Procurement Procedure
- Invoice
- Proof of Payment
- Delivery Note

Negligible Amounts:

- Payment Receipt

At the End of the Training:

- Final Training Report

6.4 Revolving Funds and Microcredit

Required Documents:

- Contract with the Microfinance Agency
- Proof of Transfer of Financial Resources to Establish the Fund
- List of Beneficiaries



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6.5 Verification and Monitoring Missions

Note: For amounts ≥ €1,000, the supplier must be selected based on three quotes.

Required Documents: For Service Companies:

- Selection Procedure
- Terms of Reference
- Contract
- Invoice
- Proof of Payment
- Audit and Monitoring Report

For Consulting Firms:

- Selection Procedure
- Terms of Reference
- Contract
- Service Invoice
- Proof of Payment for Fees
- Proof of Payment for Withholding Tax and Other Contributions
- Audit and Monitoring Report



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