

Procurement procedures

in

Association for equal opportunities Stela Network Skopje

Recognizing the importance of transparency, accountability, and ethical conduct in the procurement practices of Stela Network, this act aims to establish guidelines and procedures for procurement activities within Stela.

By ensuring adherence to ethical standards and promoting responsible procurement practices, this act seeks to enhance the effectiveness and credibility of Stela in carrying out its mission and objectives

Definitions

"Procurement" refers to the process of acquiring goods, services, or works, including all stages from planning to contract management and disposal.

Principles of Ethical Procurement

2.1. Transparency: Stela shall conduct procurement processes in a transparent manner, providing clear information to stakeholders regarding procurement opportunities, criteria, and outcomes.

2.2. Integrity: Stela shall uphold the highest standards of integrity and ethics in all procurement activities, avoiding conflicts of interest, bribery, and corruption.

2.3. Fairness: Stela shall ensure fairness and equal treatment of all suppliers and bidders, promoting competition and opportunities for small and disadvantaged businesses.

2.4. Accountability: Stela shall maintain accountability for procurement decisions, documenting processes, justifying choices, and monitoring implementation to ensure compliance with policies and regulations.

2.5. Sustainability: Stelas shall consider environmental, social, and economic factors in procurement decisions, prioritizing sustainable products, practices, and suppliers.

Procurement Procedures

3.1. Planning: Stelas shall develop procurement plans based on needs assessment, budgetary considerations, and organizational priorities, ensuring alignment with mission objectives.

3.2. Solicitation: Stelas shall use competitive methods such as open tendering, request for proposals (RFPs), or request for quotations (RFQs) to solicit bids from qualified suppliers, promoting transparency and fair competition.

3.3. Evaluation: Stelas shall evaluate bids objectively and fairly, considering criteria such as price, quality, past performance, and compliance with ethical and technical standards.

3.4. Contracting: Stela shall enter into contracts with selected suppliers in accordance with established procedures, ensuring clear terms, responsibilities, and performance metrics.

3.5. Monitoring and Evaluation: Stelas shall monitor the performance of suppliers, assess outcomes, and conduct periodic reviews to evaluate the effectiveness of procurement processes and make improvements as necessary.

Compliance and Enforcement

4.1. Compliance: Stela shall establish internal mechanisms and procedures to ensure compliance with the provisions of this act, including training staff, conducting audits, and implementing corrective actions.

4.2. Enforcement: Stela shall enforce sanctions and penalties for violations of ethical procurement principles, including suspension or termination of contracts, as appropriate.

4.3. Reporting: Stelas shall disclose information on procurement activities, including contracts awarded, expenditures, and outcomes, in accordance with applicable laws and regulations.

Capacity Building and Collaboration

5.1. Capacity Building: Stelas shall invest in capacity building initiatives to enhance the skills and knowledge of staff involved in procurement, promoting professional development and best practices.

5.2. Collaboration: Stela shall collaborate with other organizations, government agencies, and stakeholders to share expertise, resources, and lessons learned in procurement management.

Implementation and Review

6.1. Implementation: This act shall be implemented by the governing bodies or management structures of Stelas, which shall designate responsible individuals or departments for overseeing procurement activities and ensuring compliance with this act.

6.2. Review: This act shall be subject to periodic review and evaluation to assess its effectiveness, relevance, and impact, with adjustments made as necessary to address emerging challenges and changing circumstances.

Final Provisions

7.1. This act shall take effect upon approval by the president

7.2. Any provisions or practices inconsistent with this act shall be superseded.

7.3. Amendments to this act shall be made through a transparent and consultative process involving relevant stakeholders.

Conclusion:

By enacting this Ethical Procurement Act, Stela committed to upholding the highest standards of transparency, integrity, fairness, and sustainability in their procurement practices, thereby strengthening their credibility and effectiveness in serving the needs of communities and advancing social justice and development goals.