

WOMEN AND YOUTH INITIATIVE FOR CLIMATE
ACTION AND RESILIENT ENVIRONMENT

Procurement Policy

*Procedures, Standards and Ethical Guidelines for the Acquisition of
Goods, Works and Services*

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1. Introduction

1.1 Purpose

This Procurement Policy establishes the framework, procedures and standards governing the acquisition of goods, works and services by the Women and Youth Initiative for Climate Action and Resilient Environment (WY-ICARE). The policy ensures that all procurement activities are conducted in a manner that is transparent, competitive, ethical and delivers optimal value for money while aligning with the organisation's mission, donor requirements and applicable Nigerian laws and regulations.

The purpose of this policy is to:

- Provide clear guidance on procurement procedures for all staff, partners and stakeholders;
- Ensure compliance with legal and regulatory requirements governing public and non-profit procurement in Nigeria;
- Establish accountability mechanisms and segregation of duties in procurement processes;
- Promote fairness, transparency and competition in the selection of suppliers and contractors;
- Safeguard organisational resources through effective procurement planning and risk management;
- Meet the procurement standards and requirements of funding partners, donors and regulatory bodies;
- Prevent fraud, corruption and conflicts of interest in all procurement transactions.

1.2 Scope and Application

This policy applies to all procurement activities undertaken by WY-ICARE, including but not limited to:

- Purchase of goods, equipment, supplies and materials;
- Acquisition of works, including construction, rehabilitation and infrastructure projects;
- Procurement of services, including consultancy, training, technical assistance and professional services;
- Lease and rental agreements for property, vehicles and equipment;

- Framework agreements and long-term supply contracts;
- Emergency procurement in response to climate-related disasters and humanitarian crises;
- Procurement under grant-funded projects and programmes.

This policy applies to all WY-ICARE staff, board members, volunteers, consultants and any persons acting on behalf of the organisation. All procurement transactions, regardless of funding source, must adhere to the principles and procedures outlined in this policy.

1.3 Policy Statement

WY-ICARE Procurement Policy Statement

WY-ICARE is committed to achieving value for money in all procurement activities while maintaining the highest standards of integrity, transparency and accountability. We recognise that responsible procurement is essential to the effective delivery of our climate action and resilience programmes. All procurement decisions shall be made objectively, free from personal interests, political influence or corrupt practices. We shall treat all suppliers and contractors fairly and equitably, providing equal opportunity for competition while giving preference to local and women/youth-led enterprises where quality and value permit.

2. Definitions and Interpretations

In this policy, unless the context otherwise requires, the following terms shall have the meanings assigned to them:

Procurement means the acquisition by whatever means of goods, works or services through purchase, lease, rental, hire-purchase or any other contractual arrangement.

Goods means raw materials, products, equipment, commodities, supplies, software and any other physical items that WY-ICARE may acquire.

Works means all activities associated with the construction, rehabilitation, repair, maintenance or restoration of buildings, infrastructure, irrigation systems, boreholes

and other physical structures.

Services means the provision of intellectual, professional, technical, advisory, training, logistical or administrative expertise, including consultancy services.

Bidder/Supplier/Contractor means any natural person, corporate body, partnership or other legal entity that submits a bid, quotation or proposal in response to a procurement solicitation.

Bid/Tender means a formal offer submitted by a supplier or contractor in response to an invitation to bid, containing price, technical specifications and other required information.

Evaluation Committee means the body appointed to evaluate bids and recommend contract awards in accordance with this policy.

Conflict of Interest means any situation in which a person involved in the procurement process has a private, personal, financial or other interest that could compromise or appear to compromise their impartiality or independence.

Value for Money means the optimal balance between quality, cost, sustainability and timeliness in procurement decisions, not merely the lowest price.

Donor means any bilateral, multilateral, governmental, non-governmental or private entity that provides financial or in-kind contributions to WY-ICARE programmes.

Emergency Procurement means procurement undertaken in response to unforeseen circumstances requiring immediate action to protect life, property or the environment.

3. Procurement Principles

All procurement activities undertaken by WY-ICARE shall be guided by the following core principles:

3.1 Value for Money

WY-ICARE shall procure goods, works and services that represent the best possible value for money. Value for money is defined as the optimum combination of whole-life cost, quality, sustainability, delivery timeframe and fitness for purpose. Procurement decisions shall not be based solely on the lowest price but shall consider:

- Total cost of ownership, including maintenance, training, operational costs and disposal;
- Quality standards, technical specifications and compliance with requirements;
- Supplier reliability, track record and capacity to deliver;
- Environmental sustainability and climate impact of goods and services;
- Social impact, including local employment generation and support for women/youth enterprises;
- After-sales support, warranty terms and spare parts availability.

3.2 Fairness and Equity

All suppliers and contractors shall be treated fairly and equitably throughout the procurement process. WY-ICARE shall:

- Provide all bidders with equal access to procurement information and opportunities;
- Apply evaluation criteria consistently and without discrimination;
- Communicate procurement decisions in a timely and transparent manner;
- Provide debriefing to unsuccessful bidders upon request;
- Consider the participation of women-owned and youth-led enterprises;
- Ensure accessibility for persons with disabilities in procurement processes.

3.3 Transparency and Accountability

WY-ICARE is committed to transparency and accountability in all procurement activities. This includes:

- Public advertisement of procurement opportunities above defined thresholds;
- Documented justification for procurement method selection;
- Maintaining complete and accurate procurement records;
- Independent evaluation of bids by appointed committees;
- Publication of contract award information in accordance with donor requirements;
- Reporting procurement activities to the Board of Trustees and donors as required;
- Availability of procurement records for audit and inspection.

3.4 Competition

Competitive procurement methods shall be used as the default approach to ensure that WY-ICARE obtains the best value for money. The level of competition required shall be proportionate to the value, complexity and risk of the procurement. Exceptions to competitive procurement shall be properly justified and approved in accordance with Section 6 of this policy.

3.5 Ethics and Integrity

All persons involved in procurement activities shall conduct themselves with the highest standards of professional ethics and integrity. WY-ICARE shall not tolerate:

- Fraud, bribery, corruption or collusion in any form;
- Conflicts of interest, whether actual, potential or perceived;
- Any form of preferential treatment to suppliers or contractors;
- Divulging confidential bid information to unauthorised persons;
- Accepting gifts, hospitality or other benefits from suppliers or contractors;
- Any attempt to influence the procurement process improperly.

4. Organisational Structure and Responsibilities

4.1 Board of Trustees

The Board of Trustees bears ultimate responsibility for governance and oversight of procurement activities. The Board shall:

- Approve this Procurement Policy and subsequent amendments;
- Approve procurement thresholds and delegated authority limits;

- Ratify contract awards exceeding the delegated authority of the Procurement Committee;
- Receive and review periodic procurement reports;
- Ensure compliance with legal requirements and donor conditions;
- Investigate and adjudicate serious procurement irregularities.

4.2 Procurement Committee

The Procurement Committee is responsible for the oversight and management of procurement activities. The Committee shall comprise a minimum of three members appointed by the Board, including:

- One Board member (Chair);
- The Programme Manager or designated senior staff member;
- A finance or administrative officer;
- Additional members with relevant technical expertise as required.

The Procurement Committee shall:

- Review and approve procurement plans;
- Approve procurement method selection for transactions above defined thresholds;
- Appoint evaluation committees and approve evaluation reports;
- Approve contract awards within its delegated authority;
- Recommend contract awards to the Board where values exceed delegated limits;
- Monitor compliance with this policy and report to the Board.

4.3 Programme Manager

The Programme Manager shall:

- Ensure effective implementation of this policy across all programmes;
- Approve procurement requisitions within delegated authority;
- Participate in evaluation committees as required;
- Oversee contract management and supplier performance;
- Report procurement matters to the Procurement Committee and Board.

4.4 Procurement Officer

The Procurement Officer (or designated staff member) is the operational focal point for procurement and shall:

- Manage day-to-day procurement operations in accordance with this policy;
- Prepare and issue procurement documents and solicitations;
- Coordinate the receipt, opening and evaluation of bids;
- Maintain the supplier database and procurement records;
- Prepare procurement reports for management and the Board;
- Provide guidance to staff on procurement procedures;
- Monitor contract performance and supplier compliance.

4.5 End Users and Requesting Officers

End users and requesting officers are responsible for:

- Identifying and clearly specifying procurement requirements;
- Preparing procurement requisitions with adequate technical specifications;
- Providing input to technical evaluation of bids;
- Inspecting and accepting delivered goods and completed works;
- Participating in contract monitoring and performance evaluation;
- Declaring any conflicts of interest in relation to suppliers or contractors.

5. Procurement Planning and Budgeting

Effective procurement planning is essential to ensure that goods, works and services are available when required and that resources are utilised efficiently. The procurement planning process shall include:

Annual Procurement Plan

At the beginning of each financial year, all departments and programmes shall prepare an Annual Procurement Plan identifying:

- All anticipated procurement requirements for the year, categorised by type and estimated value;

- Preferred procurement methods based on thresholds and nature of requirements;
- Proposed timelines for each procurement activity;
- Budget allocations and funding sources;
- Requirements for framework agreements or long-term contracts;
- Packaging and lotting strategies for complex procurements.

Procurement Requisition

All procurement activities shall be initiated through a formal Procurement Requisition (see Appendix A), which must include:

- Complete description and technical specifications of requirements;
- Estimated budget and budget line reference;
- Required delivery timeframe and location;
- Justification for the procurement and confirmation of budget availability;
- Recommended procurement method (subject to approval);
- Declaration of any known conflicts of interest;
- Authorisation by the requesting officer and approving authority.

Budget Compliance

No procurement shall be initiated without confirmed budget availability. Where procurement requirements exceed approved budgets, a supplementary budget request must be submitted and approved before procurement proceeds.

6. Procurement Methods

WY-ICARE shall utilise the following procurement methods, selected based on the value, complexity, urgency and nature of the procurement requirement:

6.1 Direct Procurement (Micro-Purchases)

Direct procurement may be used for low-value acquisitions where the estimated cost does not exceed the micro-purchase threshold defined in Section 7. This method involves purchasing directly from a supplier without competitive bidding.

Conditions for Use:

- The estimated value is below the micro-purchase threshold;

- The goods or services are readily available from established suppliers;
- The price is considered reasonable based on market knowledge;
- No splitting of requirements to evade competitive thresholds.

Requirements:

- Obtain at least one quotation or price estimate (verbal or written);
- Document the justification for direct procurement;
- Obtain approval from the designated authority;
- Maintain records of the transaction.

6.2 Request for Quotations (RFQ)

The Request for Quotations method involves soliciting written price quotations from a minimum of three qualified suppliers. RFQ is appropriate for:

- Procurement of standardised goods and services where specifications are clear;
- Low to medium value procurements above the micro-purchase threshold;
- Procurements where technical complexity is limited.

RFQ Process:

1. Prepare RFQ document with detailed specifications, terms and conditions;
2. Identify and invite at least three qualified suppliers to submit quotations;
3. Allow a minimum response period of five (5) working days;
4. Receive and evaluate quotations based on defined criteria;
5. Prepare evaluation report and recommend award;
6. Obtain approval and issue award notification.

6.3 Open Competitive Tendering

Open competitive tendering is the preferred method for medium to high-value procurement and shall be used where the estimated value exceeds the RFQ threshold. This method provides maximum competition and transparency by inviting bids through public advertisement.

Open Tendering Process:

1. Prepare bidding documents including instructions to bidders, technical specifications, conditions of contract and evaluation criteria;

2. Advertise the tender opportunity on WY-ICARE's website, notice boards and at least two national newspapers or relevant media for a minimum of fourteen (14) calendar days;
3. Issue bidding documents to interested and qualified bidders upon request;
4. Hold pre-bid meetings or site visits where appropriate;
5. Receive bids by the specified deadline and conduct public bid opening;
6. Evaluate bids in accordance with published evaluation criteria;
7. Prepare evaluation report with recommendation for contract award;
8. Submit to Procurement Committee or Board for approval;
9. Issue notification of award to successful bidder and debrief unsuccessful bidders;
10. Execute contract and publish award information.

6.4 Restricted Tendering

Restricted tendering involves inviting bids from a pre-selected list of qualified suppliers without public advertisement. This method may be used where:

- The procurement is complex or specialised, requiring pre-qualified suppliers;
- Time constraints make open tendering impractical (with justification);
- Public advertisement has failed to elicit adequate response;
- Security or confidentiality considerations preclude public solicitation.

Requirements:

- Invitation to at least three pre-qualified suppliers;
- Documented justification for use of restricted tendering;
- Approval by the Procurement Committee.

6.5 Sole Source Procurement

Sole source procurement involves contracting with a single supplier without competition. This method may only be used in exceptional circumstances:

- The goods or services are proprietary or available from only one source;
- Extension of existing contracts for continuity and compatibility;
- Emergency situations requiring immediate action;
- Acquisition from original equipment manufacturers for warranty or compatibility;
- Donor-mandated procurement from specified sources.

Requirements:

- Detailed written justification for sole source selection;
- Independent price reasonableness verification;
- Approval by the Procurement Committee (or Board for high-value procurements);
- Documentation maintained for audit trail.

6.6 Community Participation Procurement

For community-based projects where WY-ICARE works directly with beneficiary communities, community participation procurement may be utilised. This involves engaging community members, particularly women and youth, in the procurement and implementation of local infrastructure and services.

Principles:

- Community procurement shall promote local economic development and capacity building;
- Selection of community contractors shall be transparent and participatory;
- Community procurement shall include appropriate training and supervision;
- Quality standards and accountability requirements shall not be compromised.

7. Procurement Thresholds and Approval Authority

The following thresholds and approval authorities shall apply to all procurement activities:

Table 1: Procurement Thresholds and Approval Authority

Threshold Category	Value Range (NGN)	Procurement Method	Approval Authority
Micro-Purchase	Up to N500,000	Direct Procurement	Programme Manager
Small Value	N500,001 to N2,000,000	Request for Quotations (minimum 3 quotes)	Procurement Committee

Medium Value	N2,000,001 to N10,000,000	Open Competitive Tendering or Restricted Tendering	Procurement Committee (with Board notification)
High Value	Above N10,000,000	Open Competitive Tendering (mandatory)	Board of Trustees
Emergency	Any value	Emergency Procurement (any method)	Programme Manager (immediate), Procurement Committee (within 48 hours)

Note on Threshold Adjustments

These thresholds may be reviewed and adjusted by the Board of Trustees annually or as circumstances require. Any adjustment shall be documented and communicated to all staff. Where donor requirements specify different thresholds, the more stringent requirement shall apply.

Splitting of Requirements

The deliberate splitting of procurement requirements to circumvent applicable thresholds or approval authorities is strictly prohibited. Where a pattern of splitting is detected, the transactions shall be aggregated for threshold determination and disciplinary action may be taken against responsible staff.

8. Procurement Process

The standard procurement process consists of the following stages:

8.1 Requisition and Approval

1 Requirement Identification

The requesting officer identifies the need for goods, works or services and prepares a detailed Procurement Requisition (Appendix A) including complete specifications, quantity, delivery requirements and estimated budget.

2 Budget Verification

The finance department verifies budget availability and confirms that the requested expenditure is within approved budget allocations. No procurement shall proceed without confirmed budget availability.

3 Approval

The requisition is reviewed and approved by the designated authority based on the applicable threshold (see Section 7). The approval includes confirmation of the recommended procurement method.

8.2 Sourcing and Bidding

4 Solicitation

The Procurement Officer prepares and issues procurement documents appropriate to the selected method (RFQ, tender notice or direct purchase documentation). For competitive methods, invitations shall be issued to qualified suppliers with adequate response time.

5 Clarifications and Addenda

Where bidders request clarifications or where amendments to procurement documents are necessary, these shall be communicated in writing to all bidders who received the original documents, with adequate time to respond.

6 Bid Submission and Opening

Bids shall be received by the specified deadline. Late bids shall not be considered. For open tendering, bids shall be opened publicly at the appointed time and place. Bid opening minutes shall record bidder names, bid prices and any modifications.

8.3 Bid Evaluation and Selection

7 Evaluation

The Evaluation Committee evaluates bids in accordance with the published criteria. Evaluation shall consider technical compliance, financial competitiveness, supplier capability and other defined criteria. The evaluation process shall be documented in a written report.

8 Approval of Award

The evaluation report and recommendation for contract award shall be submitted to the approving authority (Procurement Committee or Board) for approval. No contract shall be awarded without the appropriate approval.

8.4 Contract Award and Execution

9 Notification and Award

The successful bidder shall be notified in writing of the award. Unsuccessful bidders shall be notified and may request a debriefing on the evaluation outcome. A standstill period of five (5) working days shall apply to contracts above the medium value threshold.

10 Contract Execution

A written contract or purchase order shall be executed with the successful supplier. Contracts shall clearly specify deliverables, timelines, payment terms, performance standards, dispute resolution mechanisms and termination provisions.

11 Delivery and Acceptance

Goods and works shall be inspected upon delivery or completion. A delivery note or completion certificate shall be signed by the requesting officer and Procurement Officer. Discrepancies or defects shall be documented and reported immediately.

12 Payment

Payment shall be processed upon satisfactory delivery, inspection and acceptance. All payment documents (delivery note, invoice, inspection report, contract/purchase order) must be complete before payment is authorised.

9. Evaluation Criteria and Methodology

Bid evaluation shall be conducted systematically, fairly and in accordance with criteria published in the procurement documents. The following evaluation approaches may be applied:

Lowest Evaluated Price Method

Used for straightforward procurements where technical requirements are standardised. Bids are evaluated for technical compliance and the lowest-priced technically responsive bid is recommended for award.

Weighted Scoring Method

Used for complex procurements where technical, quality and other non-price factors are important. Criteria may include:

Table 2: Sample Weighted Evaluation Criteria

Criteria Category	Weight Range	Description
Technical Compliance	30-50%	Conformance to specifications, methodology, quality standards
Supplier Experience and Capacity	15-25%	Relevant experience, qualifications, resources, references
Financial Proposal	25-40%	Price competitiveness, cost structure, payment terms
Environmental and Social	5-15%	Environmental practices, local content, women/youth engagement
After-Sales Support	5-10%	Warranty, maintenance support, training, spare parts availability

Mandatory Requirements

All bids must meet the following mandatory requirements to be considered responsive:

- Submission by the bid deadline;
- Completion of all bidding document requirements;
- Provision of required bid security (where specified);
- Compliance with eligibility criteria (legal registration, tax compliance, etc.);
- Absence of conflict of interest;
- No history of fraud, corruption or debarment.

10. Contract Management

Effective contract management is essential to ensure that suppliers deliver goods, works and services in accordance with agreed terms and conditions. Contract management responsibilities include:

Contract Documentation

All contracts shall be documented in writing and shall include:

- Complete description of goods, works or services to be delivered;
- Delivery schedule and milestones;
- Price, payment terms and conditions;
- Performance standards and quality requirements;
- Warranty and defect liability provisions;
- Insurance and indemnity requirements;
- Variation and change order procedures;
- Dispute resolution mechanisms;
- Termination clauses and force majeure provisions;
- Confidentiality and intellectual property provisions where applicable.

Performance Monitoring

The requesting officer and Procurement Officer shall monitor supplier performance throughout the contract period. Performance monitoring includes:

- Regular review of delivery against milestones;
- Quality inspection of delivered goods and completed works;
- Assessment of compliance with contract terms;
- Documentation of performance issues and corrective actions;
- Maintenance of supplier performance records for future reference.

Contract Variations

Contract variations may be approved where:

- The variation is within the scope of the original contract;
- The cumulative value of variations does not exceed 15% of the original contract value;

- The variation is justified and documented;
- Approval is obtained from the appropriate authority based on the revised contract value.

Contract Termination

Contracts may be terminated for:

- Persistent failure to perform in accordance with contract terms;
- Material breach of contract conditions;
- Fraud, corruption or unethical conduct;
- Force majeure events preventing performance;
- Mutual agreement between parties;
- Convenience of WY-ICARE with adequate notice and compensation.

11. Ethics, Anti-Fraud and Conflict of Interest

WY-ICARE maintains a zero-tolerance policy towards fraud, corruption and unethical conduct in procurement. This section establishes the ethical standards and safeguards applicable to all procurement activities.

Conflict of Interest

A conflict of interest exists where a person involved in the procurement process has a personal, financial, family or other relationship that could compromise their impartiality. All staff, board members and evaluators shall:

- Complete and sign a Conflict of Interest Declaration Form (Appendix C) before participating in any procurement process;
- Disclose any actual, potential or perceived conflicts of interest;
- Refrain from participating in procurement decisions where a conflict exists;
- Declare any relationship with bidding suppliers, including family connections, business associations or financial interests.

Gifts and Hospitality

Staff involved in procurement shall not accept any gift, gratuity, hospitality or other benefit from suppliers, contractors or their representatives that could influence or appear to influence procurement decisions. The following guidelines apply:

- No cash or cash equivalent gifts shall be accepted under any circumstances;
- Promotional items of nominal value (not exceeding N5,000) may be accepted if refusal would cause offence;
- Business meals in the context of pre-arranged meetings are permissible if reasonable and proportionate;
- All gifts and hospitality received must be declared to the Programme Manager.

Anti-Fraud Measures

WY-ICARE shall implement the following anti-fraud measures in procurement:

- Segregation of duties between requisition, procurement, payment and accounting functions;
- Rotation of evaluation committee membership where practicable;
- Confidential handling of bid information until public opening;
- Regular review of procurement transactions for anomalies or irregularities;
- Provision for anonymous reporting of suspected fraud or corruption;
- Prompt investigation of all fraud allegations;
- Blacklisting of suppliers found to have engaged in fraudulent practices.

Consequences of Non-Compliance

Violation of ethical standards in procurement may result in:

- For staff: Disciplinary action up to and including termination of employment;
- For board members: Removal from office in accordance with the organisation's governance framework;
- For suppliers: Disqualification from current and future procurement opportunities, termination of contracts and legal action;
- Reporting to law enforcement authorities where criminal conduct is suspected.

12. Records Management and Documentation

Complete and accurate procurement records shall be maintained to ensure accountability, transparency and auditability. The following records shall be retained for each procurement transaction:

Mandatory Documentation

- Approved Procurement Requisition and supporting documents;
- Evidence of budget availability and approval;
- Procurement method justification;
- Copies of procurement documents (RFQ, tender notice, bidding documents);
- Supplier responses, quotations and bids received;
- Bid opening minutes and attendance records;
- Evaluation report with committee member signatures;
- Approval of award documentation;
- Contract or purchase order;
- Delivery notes and inspection reports;
- Payment vouchers and supporting documents;
- Contract variation orders (if applicable);
- Completion certificates and performance evaluations;
- Conflict of Interest declarations;
- Correspondence with suppliers.

Record Retention

Procurement records shall be retained for a minimum period of seven (7) years from the date of contract completion or as otherwise required by donor conditions or applicable law. Electronic records shall be backed up regularly and stored securely.

Confidentiality

Procurement records containing commercially sensitive information, including bid prices and proprietary supplier information, shall be handled confidentially. Access to such records shall be restricted to authorised personnel and shall be made available to auditors and regulatory authorities as required.

13. Monitoring, Review and Compliance

Internal Monitoring

The Procurement Officer shall maintain regular oversight of procurement activities and report to the Procurement Committee on:

- Procurement activities completed during the period;
- Compliance with policy requirements and thresholds;
- Supplier performance and contract management issues;
- Procurement challenges and recommended improvements;
- Any incidents of non-compliance or ethical concerns.

Procurement Reports

Quarterly procurement reports shall be submitted to the Procurement Committee and Board covering:

- Summary of all procurement transactions by value, category and method;
- Status of ongoing procurement processes;
- Supplier diversity and local procurement statistics;
- Value for money assessments;
- Compliance with procurement timelines;
- Issues, challenges and recommendations.

Policy Review

This Procurement Policy shall be reviewed by the Board of Trustees at least annually or sooner if:

- Significant changes in organisational structure or operations;
- Changes in applicable laws or regulations;
- New donor requirements or compliance standards;
- Identification of weaknesses or gaps in policy implementation;
- Changes in procurement thresholds or economic conditions.

Audit

Procurement activities shall be subject to internal and external audit. Auditors shall have full access to procurement records, documentation and personnel. Audit findings and recommendations shall be reported to the Board and addressed promptly.

14. Disposal of Assets

The disposal of organisational assets, including obsolete equipment, unserviceable vehicles and surplus goods, shall be conducted in accordance with the following principles:

- Assets shall be disposed of in a manner that maximises recovery of value;
- Disposal methods shall be transparent and documented;
- Environmental considerations shall be taken into account in disposal decisions;
- Assets with residual value shall be disposed of through competitive sale where practicable;
- Donation of usable assets to beneficiary communities or partner organisations may be considered;
- Disposal of assets shall be approved by the appropriate authority based on estimated value;
- Records of asset disposal shall be maintained including sale proceeds or disposal method.

15. Appendices

Appendix A: Procurement Requisition Form

WY-ICARE PROCUREMENT REQUISITION	
SECTION 1: REQUISITION DETAILS	
Requisition No.:	WY-ICARE/PR/____/2026
Date of Requisition:	_____
Requesting Department/Programme:	_____
Requesting Officer:	_____
Budget Line Reference:	_____

Project/Donor (if applicable):	_____
SECTION 2: REQUIREMENT DESCRIPTION	
Category:	☐ Goods ☐ Works ☐ Services
Description:	
Technical Specifications:	
Quantity:	_____
Estimated Unit Cost (NGN):	_____
Estimated Total Cost (NGN):	_____
Required Delivery Date:	_____
Delivery Location:	_____
SECTION 3: JUSTIFICATION	
Purpose/Business Justification:	
Recommended Procurement Method:	
SECTION 4: CONFLICT OF INTEREST DECLARATION	
I declare that I have no personal, financial or family relationship with any supplier that may influence this procurement. ☐ No conflict of interest ☐ Conflict declared (attach details)	
SECTION 5: APPROVALS	
Requesting Officer Signature:	_____ Date: _____
Programme Manager Approval:	_____ Date: _____

Finance Verification (Budget):	_____	Date: _____
Procurement Committee Approval:	_____	Date: _____

Appendix B: Vendor Evaluation Scorecard

Table 3: Vendor Evaluation Scorecard Template

#	Evaluation Criteria	Max Score	Bidder A	Bidder B	Bidder C
1. TECHNICAL COMPLIANCE (40%)					
1	Conformance to specifications	15			
2	Quality standards and certifications	10			
3	Proposed methodology/approach	10			
4	Delivery/implementation schedule	5			
2. SUPPLIER CAPACITY (25%)					
5	Relevant experience and track record	10			
6	Financial capacity and stability	5			
7	Technical team qualifications	5			
8	References from previous clients	5			
3. FINANCIAL PROPOSAL (25%)					
9	Price competitiveness	15			
10	Payment terms and conditions	5			
11	Cost structure transparency	5			

4. ENVIRONMENTAL AND SOCIAL (10%)		
12	Environmental practices	5
13	Local content and social impact	5
TOTAL SCORE		100
PRICE QUOTATION (NGN)		-

Evaluator Comments:**Recommendation:** Award to Bidder _____

Evaluator 1: _____ **Date:** _____ **Evaluator 2:** _____ **Date:** _____

Appendix C: Conflict of Interest Declaration Form

CONFLICT OF INTEREST DECLARATION	
PERSONAL DETAILS	
Full Name:	_____
Position/Role:	_____
Procurement Reference:	_____
Date:	_____

Appendix A: Procurement Requisition Form

WY-ICARE PROCUREMENT REQUISITION	
SECTION 1: REQUISITION DETAILS	
Requisition No.:	WY-ICARE/PR/____/2026
Date of Requisition:	_____
Requesting Department/Programme:	_____
Requesting Officer:	_____
Budget Line Reference:	_____
Project/Donor (if applicable):	_____
SECTION 2: REQUIREMENT DESCRIPTION	
Category:	☐ Goods ☐ Works ☐ Services
Description:	
Technical Specifications:	
Quantity:	_____
Estimated Unit Cost (NGN):	_____
Estimated Total Cost (NGN):	_____
Required Delivery Date:	_____
Delivery Location:	_____

SECTION 3: JUSTIFICATION
Purpose/Business Justification:
Recommended Procurement Method: _____
SECTION 4: CONFLICT OF INTEREST DECLARATION
I declare that I have no personal, financial or family relationship with any supplier that may influence this procurement.
☐ No conflict of interest ☐ Conflict declared (attach details)
SECTION 5: APPROVALS
Requesting Officer Signature: _____ Date: _____
Programme Manager Approval: _____ Date: _____
Finance Verification (Budget): _____ Date: _____
Procurement Committee Approval: _____ Date: _____

Appendix B: Vendor Evaluation Scorecard

Table 3: Vendor Evaluation Scorecard Template

#	Evaluation Criteria	Max Score	Bidder A	Bidder B	Bidder C
1. TECHNICAL COMPLIANCE (40%)					
1	Conformance to specifications	15			
2	Quality standards and certifications	10			
3	Proposed methodology/approach	10			

4	Delivery/implementation schedule	5
2. SUPPLIER CAPACITY (25%)		
5	Relevant experience and track record	10
6	Financial capacity and stability	5
7	Technical team qualifications	5
8	References from previous clients	5
3. FINANCIAL PROPOSAL (25%)		
9	Price competitiveness	15
10	Payment terms and conditions	5
11	Cost structure transparency	5
4. ENVIRONMENTAL AND SOCIAL (10%)		
12	Environmental practices	5
13	Local content and social impact	5
TOTAL SCORE		100
PRICE QUOTATION (NGN)		-

Evaluator Comments:**Recommendation:** Award to Bidder _____

Evaluator 1: _____ **Date:** _____ **Evaluator 2:** _____ **Date:** _____

Appendix C: Conflict of Interest Declaration Form

