

Procurement guidelines

V1



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Draft guidelines for procurement under the MRRD HGS Project financed by NORAD

Drafted by Banks/Stoveland 15Mar 2012

Background

NOTE: The procurement rules have been developed in line with the requirement in the contract between MRRD and NORPLAN where it states that all procurement for the project should be procured in accordance with best international practice.

Under the bilateral agreement between NORAD and MRRD, the MRRD will be responsible for the selection and procurement of the services of a Norwegian Partner for the project. The Norwegian Partner (Herein Norplan) will be responsible for all procurement under the project,

The accounts of NORPLAN will be audited locally and well at in NORWAY after the completion of the project as required by NORAD.

Procurement framework

es will apply in accordance to the value and nature of the product to be procured.

el


Category	Estimated value	Procedure for tendering	Opening tenders	Evaluation	Action/ sign by.
A	Less \$1000	Local shopping	No tender	N/A	TL/ DTL
B	\$1000-\$5000	Team leader/ deputy to visit 3 shops and obtain price	No tender, but price and selection of vendor justified in writing	N/A	TL/DTL
C	\$5000-20000	Collect quotations in sealed envelopes	Opened by Norplan tender team (3 prs)	DTM/TM	DTM/TM
D	\$20,000-\$200,000	Advertised local tender	Opened by Norplan tender team (3 prs.)		
E	\$200,000 and above	Advertised International tender	Opened in tender meeting by Norplan Proc. Team. Procurement endorsed Norplan HQ. procurement committee.	Evaluation Proc. Team, and approved TM and NORPLAN proc. HQ.	TL

Approval of specification

Prior to procurement and tender for all procurement except for category 1, product specification shall be prepared and presented to the TM and Client for approval/ endorsement prior to starting the procurement process.

Specifications and procurements to be made should be presented and approved for procurement by TM and the Project coordinator in the PCU, and MRRD.

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Procurement of items in Category A	<p>The Project management team are free to proceed with local shopping of items necessary for running the local office and establishment as long as this is in line with the approved budget and project intensions. This will be issues such as petrol, servicing of cars and transport, air tickets, and minor equipment needed for the office of for payment of office support staff.</p> <p>PAYMENT Mode: Cash from Local office.</p>
Procurement of items in Category B	<p>Procurement require that TL or DTL visits three shops and view prices, notes prices and prepare written justification of shop selected. The lowest cost should selected unless justified otherwise.</p> <p>Procurement approved with TL before proceeding.</p> <p>PAYMENT Mode: Cash from Local office/ cheque</p>
Procurement of items in Category C	<p>Procurement checked in line with approved budgets. TL/ DTL collects written quotations based on written specifications from at least 3 suppliers.</p> <p>Envelopes opened in Norplan procurement team meeting (DTL/TL/SLNC)</p> <p>Procurement approved with TL before proceeding.</p> <p>PAYMENT Mode: Bank transfer by Norplan HQ.</p>
Procurement of items in Category D	<p>Procurement checked in line with approved budgets.</p> <p>Tender placed in local newspaper for local tender.</p> <p>Envelopes opened in Norplan procurement team meeting (DTL/TL/SLNC)</p> <p>Recommendation prepared and sent to Norplan HQ procurement dept. for approval.</p> <p>Procurement approved with TL before proceeding.</p> <p>PAYMENT Mode: Bank transfer by Norplan HQ.</p>
Procurement of items in Category E	<p>As for D but</p> <p>Tender placed in local and international papers.</p> <p>Envelopes opened in Norplan procurement team meeting (DTL/TL/SLNC)</p> <p>Recommendation prepared and sent to Norplan HQ procurement dept. for approval.</p> <p>Procurement approved with TL before proceeding.</p> <p>PAYMENT Mode: Bank transfer by Norplan HQ.</p>
NORPLAN Kabul procurement team	<p>.Deputy team leader Natibullah Abrar</p> <p>Senior Consultant: Prof : Hamid</p> <p>Team leader (Dr. Stoveland , in Kabul if procurement is over USD 100,000, otherwise tender meeting can be handled in skype meeting.)</p>
NORPLAN HQ	.Norplan through Asplan Viak financial manager and accounts office Arendal, Norway with support from TL

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procurement team

TL = team leader

DTL deputy team leader

LSNC , Local Senior Norplan Consultant

OTHER Issues need description:

Procurement team: Kabul: TL; DTL, LSNC