

Contract Tendering Policy, Good and Services Procurement

Purpose

This contract tendering policy has been established to provide a consistent framework for the GSA in the procurement of goods and services. This policy shall also serve as an instrument for accountability and the full documentation of all GSA contracts for reference and auditing purposes.

Applicability

This policy shall be the governing modality in the procurement of good and services by the GSA subject to the regulations of the GSA Constitution and Bylaws.

Approval Limits

The value and level of approval for all GSA contracts are as set below:

- **Council:** Any contract equal or above \$5000 shall require the approval of council at which a simple majority vote shall be used to determine approval whenever disagreement arises in Council. A minimum of three quotes must be submitted to council before deliberation.
- **Executive Committee:** Contracts valued at \$1000 - \$5000 must be approved by the GSA Executive Committee at which a simple majority vote shall be used by members of the Executive Committee to award a contract whenever a disagreement arises. A minimum of two quotes must be submitted before deliberation.
- **GSA office staff:** Contracts valued at less than \$1000 can be approved by the staff of the GSA with the knowledge of an Executive Committee member in whose purview the contract is to be executed. Where applicable a minimum of two quotations must be held in file.
 - Number of quotes as a function of cost
 - Approval from Executive Committee as a function of cost

Advertisement and Invitation for Quotations

- **Closing dates:** The opening and closing date for all contract and quotation invitation must be clearly stated in advertisements and must be at least two weeks from the date of advert publication.
- **Requirements:** the requirements for all contracts and invitation for quotes must be clearly stated in advert. All Executive Committee members are not allowed to bid for contracts and no council member is allowed to bid for contracts subject to council's approval. GSA membership, excluding the Council members and Executive Committee members, shall be given a priority in all GSA contract selection process.

Opening of Bids

- **Quotations only for goods:** Contracts for the supply of goods must involve quotations and all bids must be opened at the same time by the approving authority.
- **Quotation and meeting with bidder for services:** Contracts for services shall involve applications and quotations as may be applicable. A meeting and or interview with all bidders must be carried out by the approving body

Assessment of Bids

- **Criteria for bid assessment:** a criteria for the assessment of bids must be clearly stated by the approving body and a copy put in file
- **Rating system for assessment:** the rating of bids shall be as listed below, but are not limited to the listed criteria and criteria shall be used as applicable to every bid
 - Cost
 - Quality
 - Time line
 - Previous experience/ reference
 - GSA membership

Terms of contract

The terms of GSA contracts shall include, but not be limited to the following:

- Completion Time line
- Reporting chain
- Penalties for defaults
- Procedure for extension or renewal

Contract Execution and Completion

The award of a contract shall involve the establishment of a monitoring process which must be made clear to winning bidders.

- **Procedures for contract completion:** All GSA contracts must have a system for reporting the end of execution of a contract. The adopted system must be clearly stated and adhered to before a certificate of completion can be issued. A completion report must be submitted to the approving body at the end of each contract.
- **Contract Fund:** Funds for any GSA contract shall not be fully disbursed until the submission for a completion certificate with the exception of outright purchase of goods.