

NWOYA CHARITY FOUNDATION (NCF)



LOGISTIC & PROCUREMENT POLICY

Effective date: 1st January 2023

Transforming Lives, Giving Hope through ensuring that procurement of all goods, services and works is conducted in a transparent, fair, accountable, and cost-effective manner

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ACRONYMS / ABBREVIATION

NCF	-	Nwoya Charity Foundation
RFQ	-	Request for Quotation
PO	-	Purchase Order



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NWOYA CHARITY FOUNDATION (NCF) STANDARD:

STRATEGIC VISION, MISSION, VALUES AND OBJECTIVES

VISION

We envision empowered vulnerable communities in Northern Uganda to thrive sustainably through holistic development, fostering resilience, dignity and self-reliance.

MISSION STATEMENT

To improve the socio-economic well-being of vulnerable and underserved populations in Northern Uganda by providing support in Education, Health, Livelihoods, Economic Empowerment and Social Justice through community-driven initiatives.

NCF VALUES

As Nwoya Charity Foundation, we **STRONGLY** value **INTEGRITY, EMPATHY, COLLABORTION, RESILIENCE, INCLUSIVITY, TRANSPARENCY & ACCOUNTABILITY** in our actions and work with community and stakeholders. We value respect for people we serve, their effective participation and the empowerment of individuals and communities.

STRATEGIC OBJECTIVE

- To strengthen the livelihoods through vocational training, skills development, and income generating activities
- To improve access to quality healthcare services especially for women, children and elderly.
- To plan, design and implement programs to promote quality education for girls and boys.
- To provide legal support and counselling to survivors of Gender Based Violence.
- To support and encourage sustainable environmental practices through reforestation, Agroforestry and renewable energy projects.

1. Introduction

Nwoya Charity Foundation (NCF) is committed to ensuring that all procurement of goods, services, and works is conducted in a transparent, fair, accountable, and cost-effective manner that supports the achievement of our organizational goals and maximizes value for money.

2. Policy Purpose

The purpose of this Procurement Policy is to:

- Provide clear guidelines for purchasing activities.
- Ensure integrity, fairness, and transparency in procurement processes.
- Promote competition and ensure the best value for money.
- Mitigate the risk of fraud, corruption, or conflicts of interest.

3. Policy Scope

This policy applies to:

- Procurement of goods, services, and works funded by NCF's own resources, donors, or other partners.
- All NCF departments, projects, field offices, and staff, including consultants and contractors involved in procurement activities.

4. Logistics & Procurement Principles

NCF procurement activities shall adhere to the following principles:

Principle	Explanation
Transparency	Procurement processes must be open, documented, and available for review.
Fairness and Competition	All suppliers must be treated equally; competition should be encouraged.
Value for Money	The best combination of quality, price, and service should be sought.
Accountability	Procurement decisions must be justified and documented.
Ethical Behavior	Staff must avoid conflicts of interest, bribery, and unethical conduct.

5. Procurement Methods

Procurement Value	Method	Details
Below UGX [e.g., 500,000]	Direct Purchase	Select supplier based on known reliability.
UGX [500,001] – [5,000,000]	Request for Quotations (RFQ)	Minimum 3 written quotations required.
Above UGX [5,000,000]	Competitive Bidding/Tendering	Open or restricted tendering process.

Thresholds to be adapted based on organizational/donor regulations.

6. Procurement Process

6.1. Needs Identification

- Departments submit procurement requests with clear specifications and budget approval.

6.2. Authorization

- All procurements must be authorized according to the **NCF Authorization Matrix**.
- No procurement shall be made without prior approval.

6.3. Solicitation and Evaluation

- Solicit bids/quotations or issue tender documents.
- Evaluation shall be based on pre-set criteria: price, quality, delivery time, after-sales service, etc.
- Selection must be documented and justifiable.

6.4. Purchase order / contract

- Issue a formal **Purchase Order (PO)** or **Contract Agreement** to the selected supplier before delivery.

6.5. Receipt and Inspection

- Goods/services must be inspected upon receipt to ensure compliance with specifications.

6.6. Payment

- Payments are made after confirmation of satisfactory delivery and approval by the authorized officer.

7. Supplier Management

- Suppliers must be selected based on their reliability, capacity, quality, price, and compliance with ethical standards.
- NCF shall maintain an **approved supplier/vendor list** reviewed annually.
- Suppliers must sign NCF's **Supplier Code of Conduct** agreeing to ethical standards.

8. Conflict of Interest

- Employees involved in procurement must declare any real or potential conflict of interest.
- Staff must not participate in procurement decisions where they have a personal, financial, or familial interest.

9. Emergency Procurement

- In urgent cases (e.g., disaster response), procurement may bypass regular procedures but must still ensure accountability, documentation, and later justification.

10. Documentation & Record Keeping

- All procurement documents (requisitions, bids, evaluation reports, POs, contracts, invoices, receipts) must be properly filed and maintained for at least **5 years**.
- Procurement records must be available for audits and reviews.

11. MONITORING, COMPLIANCE, AND AUDIT

- Internal and/or external audits shall be conducted periodically to review procurement practices.
- Violations of this policy may result in disciplinary actions, up to and including dismissal and legal action.

12. Policy Review

This policy shall be reviewed **every two years** or earlier if there are major changes in funding agency rules, government regulations, or organizational needs.

Authorization:

Buach Komigab Buach [Name & Sign]

Chairperson, Board of Directors

Date: 01/01/2023

