Procurement Policy

1. Purpose of the Policy

During implementation of projects and operating its offices, Foundation Wetlands International purchases different kinds of goods and services. To ensure Wetlands International obtains the best value for money and supports fair competition, Wetlands International has developed a procurement procedure which is compatible with general practice in the international development sector. Contracts must be awarded in accordance with the principles of transparency, equal treatment and non-discrimination, proportionality and fair competition, avoiding any conflicts of interest.

2. Scope

This policy, including Annex 1, describes the thresholds for purchasing goods and services and the procedure to be followed by Wetlands International staff for both project related and non-project related purchases. This policy shall apply to all procurement activities, including purchases made under externally funded projects as well as those related to non-project expenditures. In cases where a donor procurement policy is required for a specific project, the donor policy shall be followed instead of this policy. This policy serves as the official procurement policy for the Wetlands International Global Office and provides a framework for Wetlands International Network offices to develop their respective procurement policies.

With certain service providers for recurring purchases or services, such as Associated Experts, travel agency, auditor or IT services company (SLA), Wetlands International has signed long-term agreements. The same procurement procedure applies for these agreements, with the difference that within the duration and scope of the agreement, no procurement is required for one-time purchases. Project (implementation) partners are also exempt from the procurement process, as they co-develop projects.

3. Procurement thresholds

Procurement thresholds determine what procedure to follow. The estimated cost of the service or item being procured falls within one of the three thresholds.
The thresholds are as following[1]:

1. Purchases **below € 10,000** are exempt from the procurement process;

[1] In case of other currencies, amount to be converted to the equivalent in EURO. Thresholds to be translated to local circumstances if applied by Wetlands International country offices.

2. Purchases **between € 10,000 and € 60,000**: three quotations need to be requested and received.
3. Purchases **above € 60,000**: via a public tender at least three quotations need to be received.

The steps to follow for procurement are:

1) The Project Manager (for project costs) or Budget Holder (for non-project related costs), with support of Project Controller (for project costs) or Head of Finance (for non-project related costs), explores what the costs for the item or service could be to have an indication of the amount;
2) Depending on if the estimated costs fit the budget, the Project Manager or Budget Holder approves the continuation of the procurement procedure;
3) If, based on the estimated amount, a procurement is required, the Project Manager determines the selection criteria for the purchase. In case a service is procured, they draft a ToR (based on the 'TOR template 2025' and Annex 1 of this policy);
4) Step 4 is split based on the threshold to follow:
   a. Threshold € 10,000 - € 60,000: requesting quotations from potential suppliers
   b. Threshold above € 60,000: request Wetlands International Communication team to publish the ToR online;
5) The Project Manager or Budget Holder prepares the scoring sheet and assigns which staff members will support the reviewing and including the internal assigned Third Party review (if applicable, depending on threshold); simultaneously the Project Controller conducts the EU Sanctions Check for all suppliers on the scoring sheet.
6) The Project Manager or Budget Holder will send each of the suppliers a confirmation of receipt with a timeline of the review period and collects (with support of Project Controller) all the proposals and relevant documents in a designated folder;
7) The Project Manager or Budget Holder and designated staff (1-3 persons) will review and score the received quotations/proposals;
8) The Project Manager or Budget Holder fills in a Procurement evaluation form to review, to score quotations and to write down the final decision with justification for the selected supplier;
9) The Project Controller ensures to save all documents and quotations in designated folder;
10) Inform suppliers which were not selected (see Annex 1 for extra instructions);
11) Inform selected supplier and start contracting procedure (either sign quotation if value is below EUR 10,000; or prepare WIGO contract if value is EUR 10,000 and above).

The selection criteria, quotations, evaluation and final decision must be properly documented and saved in the relevant project folders so they can easily be found and retrieved when needed.

Single Source Supplier procedure

In the situation only one supplier can be found, the 'Single Source Supplier procedure' can be followed. If the single supplier meets the purchase criteria or the ToR requirements, the Project Manager can fill in a Procurement Evaluation form in which he/she describes why only one supplier was found (context, location etc.). This Form needs to be signed by the Project Manager, Program Head and Project Controller.

This procedure should not be used when only one potential supplier submits a proposal/quotation while it is known there are more suppliers in the market. An additional round of requests for quotations or republication of the ToR is required. If this does not lead to receiving more proposals, then the Single Source Supplier procedure applies.

Annex 1 - Additional instructions

Text to add in ToR when requesting proposals/quotations

The following sentences should be added into the ToR's that are shared externally and/or published online.

- 'Questions about the ToR can only be raised before the deadline.'
- 'Proposals submitted after the deadline will not be accepted.'
- 'Proposals will be assessed based on best value for money principle.'

Communication with suppliers

Besides the above additions to add in a ToR the communication with suppliers needs to be consistent and clear on timeline, confirmation receipt proposal and decision selection in case they inquire about it, etc. The Procurement Policy and Procurement Evaluation form with the scoring card are developed to support a Project Manager to register the process, review and final decision in a clear and fair manner.

Colophon

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