



पानी वातवरण र जीवन संस्था

(WATER ENVIRONMENT AND LIFE ORGANIZATION, WEL)

PROCUREMENT POLICY

BAISHAKH, 2081

Contents

Decision	2
1. Introduction	3
2. Objective.....	3
3. Scope	3
4. Core Principles	3
5. Procurement Thresholds and Methods.....	4
6. Procurement Process	4
7. Procurement Committee	4
8. Roles and Responsibilities	5
9. Conflict of Interest	5
10. Record Keeping	5
11. Ethical Standards	6
12. Review and Amendment.....	6

Decision

This "Procurement Policy, 2081" of the Water Environment and Life Organization (WEL) has been passed by the special meeting of the executive committee held today on 2081/01/17 and has been implemented effective from the same date.

S.No.	Name of Board Member	Designation	Signature
01	Padam Prasad Pokharel	Chairperson	
02	Bhawana Shrestha	Vice-Chairperson	
03	Minu Shree Shrestha	Treasurer	
04	Vindeshwar Lal Das	Secretary	
05	Gopal Bahadur Gautam	Member	
06	Khem Nepali	Member	
07	Rama Subedi	Member	
08	Bishnu Bahadur Katuwal	Member	
09	Ghanashyam Koirala	Member	

1. Introduction

This "Goods and Services Procurement Policy 2081" has been approved by a special meeting of the WEL Executive Committee held on 2081/01/17 and has been enforced from the same date.

2. Objective

To ensure all procurement by WEL is efficient, transparent, accountable, and aligned with the organization's goals while securing value-for-money goods and services.

3. Scope

Applies to all departments, employees, and programs using WEL or donor funds for:

- **Goods:** Equipment, tools, construction materials, etc.
- **Services:** Consultants, contractors, etc.
- **Works:** Construction, maintenance, etc.

4. Core Principles

- **Transparency** in all procurement procedures
- **Accountability** with clearly defined roles and decisions
- **Value for Money** through balanced cost, quality, and sustainability
- **Fair Competition** by encouraging open and equal opportunities
- **Environmental & Social Responsibility** in selecting vendors
- **Promotion of Local Goods/Services** wherever feasible

5. Procurement Thresholds and Methods

Estimated Value (NPR)	Method	Requirements
Up to 300,000	Direct Purchase	Approval from project/department head
300,001 – 2,500,000	Informal Competitive Bidding	At least 3 quotations from VAT-registered suppliers
Above 2,500,000	Open Competitive Bidding	Public notice, bid documents, procurement committee involvement

Note: For item classification and grouping, the Procurement Committee holds responsibility.

Local sourcing allowed if quality materials are available.

6. Procurement Process

1. Identify requirement (department/technical staff)
2. Obtain approval from relevant authority
3. Request proposals or quotations (based on cost thresholds)
4. Evaluate offers based on clear criteria
5. Sign contract (mandatory for purchases above NPR 300,001)
6. Monitor delivery and process payments
7. Exceptions:
 - When donor agreements specify particular brands/suppliers
 - During emergencies, disasters, or humanitarian rescue and relief

7. Procurement Committee

- Formed with 3 members for projects
- Members designated by the Executive Committee

- One local stakeholder may be included based on the nature of the project
- Duties outlined by Executive Committee based on project type

8. Roles and Responsibilities

- **Chair/Vice-chair/Executive Director:** Final approval for high-value procurements; sign the cheque
- **Procurement/logistic Officer:** Process management and documentation
- **Finance Department:** Budget confirmation and compliance;
- **Program Manager/Team Leader:** Technical need assessment and oversight, sign the payment vouchers.
- **Admin/Finance Officer:** prepare the payment voucher and cheque & sign the cheque, if authorised

Note: The organizational's financial transactions will be conducted online (thro' ConnectIPS) as much as possible.

9. Conflict of Interest

Employees must disclose any personal affiliations with suppliers and recuse themselves from related decisions.

10. Record Keeping

Maintain procurement documentation for at least **five years**, including:

- Requests and need assessments
- Bidding documents

- Evaluation reports
- Contracts
- Invoices and payment records

11. Ethical Standards

WEL prohibits bribes, favoritism, and collusion. Violators may face blacklisting or disciplinary action.

12. Review and Amendment

This policy is subject to review every **three years** or as needed to align with national laws and donor requirements.