



PROCUREMENT POLICY

Balkans Forward Foundation

PROCUREMENT POLICY

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1. Purpose

The purpose of this Procurement Policy is to ensure that Balkans Forward Foundation (“the Foundation”) procures goods, services, and works in a fair, transparent, efficient, and accountable manner, consistent with its mission, financial policies, and applicable legal and donor requirements.

The Foundation is committed to achieving value for money while maintaining integrity, impartiality, and proper stewardship of resources.

2. Scope

This policy applies to all procurement activities undertaken by or on behalf of the Foundation, regardless of funding source or value.

It applies to all individuals involved in procurement processes, including the Board, Executive Director, staff, consultants, project managers, and any authorised person acting on behalf of the Foundation.

3. Principles

All procurement must be conducted in accordance with the principles of transparency, fairness, competition, proportionality, and accountability.

Decisions must be based on objective criteria and documented reasoning. Procurement processes must be appropriate to the value, complexity, and risk of the purchase.

The Foundation shall avoid unnecessary spending and ensure that resources are used efficiently and in the best interest of the organisation.

4. Procurement Planning

Procurement should be planned in advance and aligned with approved budgets, project activities, and operational needs.

Where possible, requirements should be clearly defined before initiating a procurement process, including specifications, scope of work, timelines, and expected outcomes.

5. Procurement Methods

The procurement approach must be proportionate to the estimated value and nature of the purchase.

For low-value purchases (up to 10.000 EUR), direct procurement may be used, provided that the price is reasonable and justified.

For higher-value or higher-risk purchases, the Foundation shall seek multiple offers, quotations, or proposals to ensure competition and value for money.

For significant procurements, a structured process should be used, including clear criteria, documented evaluation, and formal approval.

The Foundation may establish internal thresholds to guide procurement methods.

6. Selection and Evaluation

Suppliers, service providers, and consultants must be selected based on objective and relevant criteria, which may include price, quality, experience, reliability, delivery capacity, and compliance with ethical and legal standards.

All decisions must be documented in a way that demonstrates fairness and transparency.

Where more than one offer is considered, the evaluation process must be recorded and justified.

7. Conflict of Interest

All persons involved in procurement must avoid conflicts of interest and act in the best interest of the Foundation.

Any actual, potential, or perceived conflict of interest must be disclosed and managed in accordance with the Foundation's Conflict of Interest Policy.

No person may influence procurement decisions for personal benefit or to favour connected individuals or entities.

8. Ethical Standards and Integrity

The Foundation applies a zero-tolerance approach to corruption, fraud, bribery, and collusion in procurement processes.

No gifts, payments, favours, or other benefits may be offered or accepted in connection with procurement that could influence or appear to influence decisions.

Any suspicion of irregularity, misconduct, or undue influence must be reported in accordance with the Foundation's Anti-Corruption and Whistleblower policies.

9. Contracting and Documentation

All procurements must be supported by appropriate documentation, which may include requests for quotations, offers received, evaluation notes, contracts, purchase orders, invoices, and delivery confirmations.

Contracts or agreements must clearly define the scope of work, price, deliverables, timelines, and applicable terms.

Verbal agreements should be avoided where reasonably possible.

10. Receipt of Goods and Services

Goods and services must be verified upon delivery to ensure that they meet agreed specifications, quality standards, and contractual requirements.

Any discrepancies, defects, or non-compliance must be documented and addressed before payment is made.

11. Record-Keeping

The Foundation shall maintain clear and complete procurement records that demonstrate how decisions were made and that processes were fair and compliant.

Records must be stored securely and retained in accordance with legal requirements, donor rules, and internal policies.

12. Oversight and Control

Procurement activities are subject to internal oversight, financial controls, and, where applicable, donor or external review.

The Foundation shall ensure that procurement responsibilities are clearly defined and, where feasible, that roles such as request, approval, evaluation, and payment are appropriately separated.

13. Breach of Policy

Failure to comply with this policy may result in corrective or disciplinary action, depending on the seriousness of the breach.

This may include cancellation of procurement processes, termination of contracts, recovery of funds, restriction of responsibilities, or referral to competent authorities in cases of suspected misconduct.

14. Related Policies

This policy should be read together with the Financial Policy and Procedures, Anti-Corruption and Fraud Prevention Policy, Conflict of Interest Policy, Code of Conduct, and any applicable donor requirements.

15. Review of the Policy

This policy shall be reviewed periodically and updated as necessary to reflect organisational needs, legal requirements, donor expectations, and good governance practice.

