



Здружение - Београд  
ИНСТИТУТ ЗА ЛИДЕРСТВО И ЈАВНИ ПОЛИТИКИ  
INSTITUTI PER LIDERSHIP AND PUBLIC POLITIKAI  
Бр./Nr. 03-18/1  
15.07  
Тетово - 21 год./viti

## I. PROCUREMENT PROCEDURES

### 1.1 Procurement procedures

**Institute for Leadership and Public Policy - Tetovo** (hereinafter ILPP) is committed to fair, transparent and financially sound procurement practices. The objectives of the ILHP procurement procedures are:

- have an adequate level of control over procurement, especially for larger ones;
- procurement practices to ensure open and free competition
- avoiding purchases of unnecessary equipment by running an inventory of equipment at a purchase price of more than EUR 300 per piece; and
- Facilitating the process of monitoring procurement activities.

### 1.2 ILPP Procurement Policies

- All procurement activities must be designed to ensure open and free competition,
- No party involved in the preparation of the tender documentation or job description has the right to submit documentation for the relevant procurement
- ILPP will award the tender to the most favorable bidder on the ILPP request in terms of price, quality and other selection factors,
- The request submitted by the ILPP (tender) must clearly state the requirements that the bidder must meet,
- ILPP will work with responsible suppliers that have the potential to successfully respond to ILPP needs. ILPP will take into account facts such as the integrity of the contractor and a record of past successes,
- ILPP may reject any or all offers if it is in its interest to do so,
- ILPP will keep all documentation of the procurement process.

### 1.3 Requirements for the procurement process

Requirements for the procurement process vary depending on the expected procurement costs. The procurement process is managed by the Finance and Administration Coordinator with the prior approval of the manager and is responsible for making the procurement order and keeping the complete procurement documentation.

#### 1.3.1 Competitive selection (over 10,000 euros)

If a procurement is expected to exceed EUR 10,000 per piece, the procurement must be subject to competitive selection, including written bid documentation and a minimum of three bidders. The

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- and the reason for it. This will determine the qualifications required for the consultant or external service provider;
- (b) Appropriate employee prepares a description of the tasks to be reviewed by the manager.
  - (c) The final job description is then distributed publicly (via email lists, newspaper advertisements, web pages or other appropriate distribution methods) to identify qualified individuals for the task. The announcement should set a deadline for submitting resumes as well as a contact person in the ILPP to whom the resumes should be submitted.
  - (d) The CVs received are reviewed by the relevant staff and a list of the top three candidates available for the job is prepared. If necessary, an interview is scheduled with the persons after which a meeting will be held at which each of the best candidates will be discussed on the basis of suitability, experience and price. This meeting concludes with identifying candidates who are the first and second choice for the appropriate engagement.
  - (e) Thereafter, contact the person who is the first choice for the appropriate engagement to: 1) verify that it is free; 2) request a document (proposal) that will respond to the job description document and 3) set a fee. If all of this information can be obtained and if the choice fits the required details in a cost-effective way, the contract preparation process can begin.
  - (f) After making the selection, the ILPP contact person should prepare a memorandum outlining the basis for the consultant's selection.

Executive Director

A handwritten signature in black ink, appearing to read 'Pranvera Kasami', is written over a horizontal line.

PRANVERA KASAMI

