



Cordelia Foundation

for the rehabilitation of torture victims

Procurement Policy

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1. Scope of this policy

1.1. The overall purpose of procurement regulations is to ensure that Cordelia Foundation gets the highest quality of desired goods and services at the best price possible. Further, the regulations are aimed at streamlining the process of procurement while maintaining adequate controls.

1.2. This policy applies to all relevant purchases with value of a minimum of 200.000 HUF. For procurements under 200.000 HUF, the decision may be made by the medial director or the programme manager.

1.3. This policy should be read and applied in conjunction with Cordelia Foundation's Code of Ethics, Anti-fraud and bribery policy, as well as Conflict of interest policy.

2. Principles

2.1. The following principles should be adhered to in the procurement of goods and/or services:

2.1.1. Fair Competition

Cordelia Foundation should treat all bidders with fairness and ensure that they are given the same level of information when preparing quotations or tenders.

2.1.2. Conflict of interest

Situations of conflict of interest should be declared to Cordelia Foundation in accordance with the organisation's Conflict of interest policy.

2.1.3. Cost effectiveness

Quotations and tenders should be evaluated not only on competitiveness in pricing, but also other related factors, including, but not limited to:

- a) Quality of goods and/or services;
- b) Availability of goods and/or services within the requested delivery time;



- c) Relevant professional knowledge, expertise and experience regarding Cordelia's primary focus and activities (if applicable);
- d) After sale services, including availability of parts/supplies;
- e) Bidder's previous records of performance and service;
- f) Ability of bidder to render satisfactory service in this instance;
- g) Payment terms;
- h) Warranty offered.

2.1.4. Transparency

To ensure transparency, tender documents should provide all necessary information to facilitate submission of appropriate and competitive tenders.

2.1.5. Accountability

Cordelia Foundation shall be held accountable to the Donor, for any procurement involving the use of donor fund.

2.2. The financial manager shall assist the office manager in conducting periodic checks on procurement activities to ensure that they conform to national legislations and policies, donor procurement requirements, and Cordelia Foundation's policies and procedures.

3. Separation of duties

3.1. The Office Manager is responsible for seeking quotations from (potential) vendors. The Office Manager hands the submitted quotations and bids over to the Programme Manager and the Financial Manager.

3.2. Quotations and bids are evaluated against the factors outlined under 2.1.3. of this current Policy by the Programme Manager and the Financial Manager. Quotations and bids are selected and accepted by the Programme Manager and the Financial Manager by providing justification of selection.

3.3. Purchases and/or orders are approved by the Medical Director.



4. Types of procurement

4.1. Informal solicitation method

4.1.1. In cases of purchases up to the threshold set by the Act CXLIII of 2015 on Public Procurement an informal solicitation method will be used, whereby no formal competitive bidding process will be applied.

4.1.2. A minimum of 3 valid quotes are to be obtained from potential vendors, unless a lower/lesser competition is duly justified.

4.1.3. Appropriate floating time shall be granted to vendors to submit their offers.

4.1.4. Contractor will be selected based on the factors outlined under 2.1.3. of this document.

4.1.5. Documentation of the procurement procedure must clearly show the following:

- a) Request for quotes from potential vendors
- b) Quotes obtained from potential vendors
- c) Justification of selection

4.2. Formal solicitation method

In cases of purchases with values exceeding that of set by 4.1.1. of this current Policy, procurement procedures will be completed in line with the Act CXLIII of 2015 on Public Procurement.

5. Use of sole suppliers

5.1. In the interest of ensuring quality, reliability and timeliness, Cordelia may establish purchase agreements or contracts with main dealers of regularly purchased goods and/or services. These agreements and prices should be reviewed every 3 years to ensure that they are competitive.

5.2. Such long-term agreements or contract may apply in the following cases:



- a) When there is no competitive marketplace for the requirement;
- b) When there has been a previous determination or there is a need to standardize the requirement;
- c) When offers for identical products and services have been obtained competitively within a reasonable period and the conditions of contract and price remain competitive;
- d) When, within a reasonable prior period, a formal solicitation has not produced satisfactory results;
- e) When the proposed procurement contract is for the purchase or lease of real property and the market conditions do not allow effective competition;
- f) When there is an exigency for the requirement;
- g) When the proposed procurement contract relates to obtaining services that cannot be evaluated objectively;
- h) When a formal solicitation will not give satisfactory results.

5.3. One or more of the above circumstances occur, and therefore such long-term agreements or contract may apply for, but not limited to the following contractors:

5.3.1. Therapists:

The primary activity of Cordelia Foundation is the bio-psycho-social care of asylum seekers and beneficiaries of international protection. This field of activity requires a special kind of sensitivity and professional knowledge, as well as professional expertise with this particular target group. Therefore, having regard to the specialized service offered by Cordelia, as well as the long-term cooperation with its therapists (contractors), existing therapists may be exempt from the specifications of this current Procurement policy.

In case the need for the recruitment of additional therapist(s) arises, selection procedure follows the guidelines of this Procurement policy and/or Cordelia's Human resources and recruitment policy.



5.3.2. Interpreters:

The interpreters have an important confidential role in the activities of Cordelia. The list of requirements and expectations towards them are outlined in the Code of Ethics. In addition to a professional level of written and verbal knowledge of the language, and the special vocabulary of mental health care, they are expected to have a high level of empathy and adequate knowledge of our beneficiaries. Besides, having regard to the area and sensitivity of Cordelia's work, the flexibility and availability of the (same) interpreter throughout a therapeutic process is vital. Moreover, given the unique services Cordelia offers to its clientele, both in terms of the range of beneficiaries, as well as special area of mental health care (i.e. trauma therapy, torture rehabilitation, etc.), interpreters working for Cordelia are specially trained and regularly supervised by the organisation's Medical Director.

Therefore, having regard to the specialized service offered by Cordelia, as well as the long-term cooperation with and expertise of its interpreters (contractors), existing interpreters may be exempt from the specifications of this current Procurement policy.

In case the need for the recruitment of additional interpreter(s) arises, selection procedure follows the guidelines of this Procurement policy and/or Cordelia's Human resources and recruitment policy.

5.3.3. Lease of counselling/consultation room

Due to the nature of Cordelia's focus and primary activities, counselling/consultation rooms used by the organisation needs to obtain a permit/licence of the National Public Health and Medical Officer Service (NPHMOS). Special requirements of NPHMOS that the counselling/consultation room needs to adhere to make effective evaluation against the commercial real estate market difficult. Besides, competition needs to take into account the additional cost of relocation, as well as the cost and effort of obtaining the permit/ licence of the National Public Health and Medical Officer Service (NPHMOS). Regardless, Cordelia regularly monitors the market prices to ensure competitiveness in price.



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6. Certifying delivery of goods and/or services

6.1. The procurement process cannot be completed without certification that the goods and/or services procured have been received entirely to Cordelia Foundation's satisfaction, in particular, to the satisfaction of the requisition. The procedure for receiving goods and/or services is therefore important in ensuring that vendors have entirely met their obligations. Once Cordelia Foundation has certified that goods and/or services have been received to their satisfaction, payment can then be made.

6.2. Certification of delivery/completion is issued by the Medical Director. Thereafter, payment will be made by the Head of finance.