



PROCUREMENT MANUAL

TANZANIA PARALEGAL'S NETWORK

(TAPANET)

1. INTRODUCTION This Procurement Manual provides guidelines for managing employees and volunteers at the Tanzania Paralegal Network (TAPANET). It aims to ensure consistency, fairness, and compliance with Tanzanian labor laws while supporting TAPANET's mission to coordinate and network all paralegal organizations to fight for and educate people about their constitutional rights.

2. OBJECTIVES The objectives of this manual are to:

- Ensure transparency, accountability, and efficiency in procurement processes.
- Promote compliance with relevant legal and regulatory frameworks.
- Establish clear procedures for procuring goods, works, and services.
- Optimize resource utilization and cost-effectiveness.
- Foster fair competition and ethical practices.

3. PROCUREMENT PRINCIPLES TAPANET upholds the following procurement principles:

- **Transparency:** Open and clear procurement processes.
- **Accountability:** Clear responsibility for decision-making.
- **Value for Money:** Ensuring quality and cost-effectiveness.
- **Fair Competition:** Equal opportunity for all eligible suppliers.
- **Compliance:** Adherence to Tanzanian laws and donor requirements.

4. PROCUREMENT METHODS Procurement at TAPANET shall be conducted using the following methods:

- **Open Tendering:** Publicly advertised tenders for high-value procurements.
- **Restricted Tendering:** Invitations sent to pre-qualified suppliers.
- **Request for Quotations (RFQ):** Used for low-value goods and services.
- **Single-Source Procurement:** Direct procurement in exceptional cases, subject to approval.

5. PROCUREMENT PROCESS The procurement process shall involve the following steps:

1. **Needs Assessment:** Identifying the requirements of goods and services.
2. **Budget Approval:** Ensuring budget allocation before procurement.
3. **Solicitation of Bids:** Advertising tenders or requesting quotations.
4. **Evaluation and Selection:** Assessing proposals based on pre-determined criteria.
5. **Contract Award and Management:** Issuing purchase orders or contracts.
6. **Delivery and Inspection:** Receiving and verifying goods or services.
7. **Payment and Record Keeping:** Processing payments and maintaining records.

6. PROCUREMENT COMMITTEE A Procurement Committee shall oversee all procurement activities. The committee shall:

- Ensure compliance with procurement policies.
- Evaluate bids and recommend contract awards.
- Monitor supplier performance and contract execution.

7. SUPPLIER SELECTION AND MANAGEMENT Suppliers shall be selected based on the following criteria:

- Legal compliance (registration, tax clearance, etc.).
- Financial stability and capacity to deliver.
- Track record and references.
- Competitive pricing and quality assurance.

8. CODE OF ETHICS All procurement activities must adhere to ethical standards, including:

- Avoiding conflicts of interest.
- Prohibiting bribery and corruption.
- Ensuring confidentiality of procurement information.

9. PROCUREMENT RECORDS AND REPORTING TAPANET shall maintain accurate procurement records, including:

- Tender documents and evaluation reports.
- Purchase orders and contracts.
- Payment receipts and audit reports. Regular procurement reports shall be submitted to management and relevant stakeholders.

10. PETTY CASH LIMITATION Petty cash expenditures shall not exceed **10,000,000 TZS per month**. Any expenditure beyond this limit requires prior approval from TAPANET's management.

11. COMPLIANCE AND REVIEW This manual shall be reviewed periodically to ensure compliance with updated laws and best practices. Any amendments must be approved by TAPANET's management.

This manual serves as a guideline for TAPANET's procurement operations to promote efficiency, fairness, and legal compliance in all procurement-related activities.