

TRANSPARENCY INTERNATIONAL MALAYSIA (TI-M)

Procurement Policy

Transparency International Malaysia (“TI-M”) has adopted this policy to ensure that the services and goods it acquires are the result of transparent, objective, time and cost-effective decision making. This Policy is to be read in conjunction with the TI-M Constitution as well as internal processes and procedures adopted by TI-M relating to financial controls.

Adherence to this policy is mandatory and disciplinary action will be taken against employees or members who do not adhere to this policy.

As a general rule, procurements will require a minimum of three (3) written quotations from different vendors for comparison purpose. Quotations received from vendors are confidential, and must not under any circumstances be disclosed to other competing vendors. This requirement for quotation may be waived by the President, Treasurer, and/or Secretary General under the following circumstances:

- a) the procurement subject has limited source of supply;
- b) the procurement subject is a sole proprietary product or services, with no equivalent substitutes available;
- c) the value of the goods or services is low in value, below RM1000; or
- d) repeat orders where the vendor or service provider maintains the same price as per previous quote and has proven to provide quality products or services.

Approvals must be obtained based on the authorisation limits set in the internal processes and procedures adopted by TI-M relating to financial controls. Communication of approval other than hardcopy or softcopy purchase order should be through official email. The documentation and communication relating to the procurement, including the approval are to be properly recorded or maintained.

Practices that undermine the purpose and intention of this policy are strictly prohibited. Such practices include but not limited to the following:

- a) splitting large orders into smaller parts to override authorisation limits; and
- b) entering a purchase order or contract for either goods or services that is knowingly insufficient for completion of the work required or goods ordered.

Monitoring & Review

The Treasurer will report to the Executive Committee on compliance with this policy annually and review the policy at least once every two years.