



**BANGLADESH FOOTBALL FEDERATION (BFF)**

**PROCUREMENT POLICY**



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# PROCUREMENT OF GOODS AND SERVICES

## 1. PURPOSE OF PROCUREMENT

The overall purpose of procurement regulations is to ensure that Bangladesh Football Federation (BFF) 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, promote consistent application of best procurements practices and to ensure transparency.

## 2. SCOPE

- i. The procurement policy applies to all procurement of goods and services required by Bangladesh Football federation.
- ii. The Policy covers the standard procurement cycle from initial engagement to final delivery of goods and services or contract completion
- iii. These procurements procedures and attached accountability applies to all staff involved in the procurement process and to all types of procurement.

## 3. INSTITUTIONAL FRAMEWORK

The Policy should be read in conjunction with other frameworks, regulations, policies and procedures including,

- i. Conflict of Interest policy
- ii. HR policy
- iii. Any other policy in practice by BFF

## 4. THE PROCUREMENT COMMITTEE

1. The procurement committee shall consist of a committee Headed by General Secretary with Chief Financial Officer (CFO), Procurement Department and Administration Department for procurement of goods and services as per slab mentioned in the clause 10 (A) & (B).
2. The procurement committee shall consist of 7 (Seven) members headed by a Chairman from executive and other members for procurement of goods and services as per slab mentioned in the clause 10 (C) & (D). The general secretary, Chief financial officer (CFO) and other related employees of BFF will attend the meeting.
3. The Purchase committee will be assessing, scrutinizing and evaluating the comparative statement (CS) of the tender, proposal, or quotations as and where applicable. After proper evaluation of the comparative statement the Purchase committee will approve the procurement process.



The committee shall meet when there is need to deliberate on issues pertaining to procurement. The key terms of reference for the committee shall be to:

- i. Assess purchase requisitions
- ii. Award tenders & quotations post assessment
- iii. Approve orders
- iv. Award contracts
- v. Approve variation of contracts conditions if necessary.

## 5. CORE POLICY PRINCIPLE

The policy covers the standard procurement cycle from initial engagement to final delivery or contract completion.

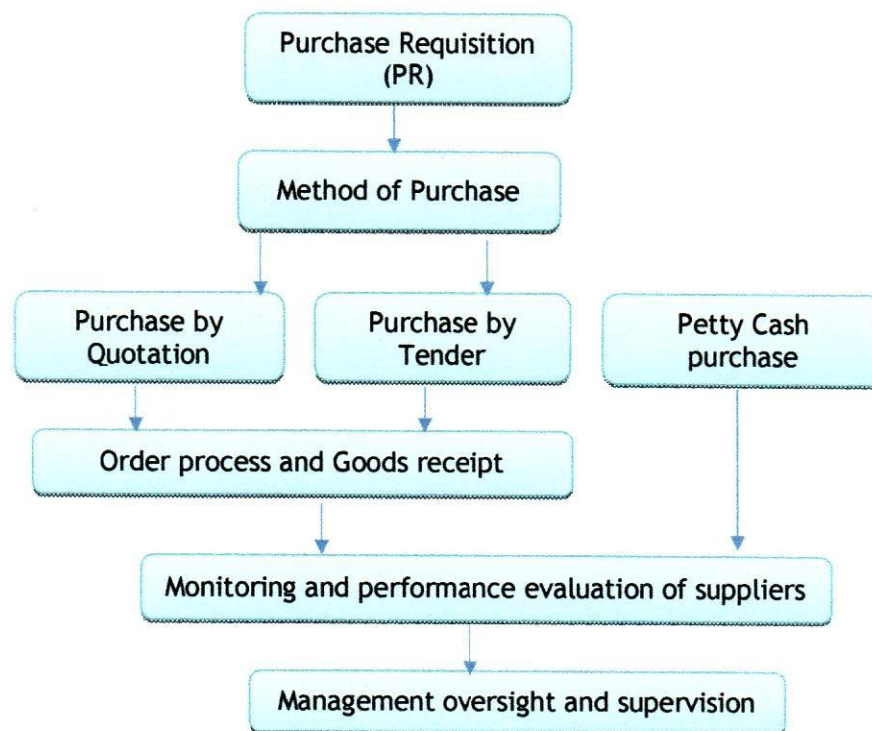
- i. **Best interest of BFF:** to carry out procurement activities in a manner that best facilitates BFF to reach the general and specific objectives in line with applicable regulations.
- ii. **Value for Money:** the service provider will be selected by considering fitness for purpose, fair market value, whole of life cost, post-delivery support as well as previous experience.
- iii. **Competition:** Procurement activities should be carried out in a competitive manner and follow the procurement rules to obtain required quotations as prescribed in this Policy.
- iv. **Un-biased selection:** no service provider should be unjustifiably discriminated against, and no service provider should receive an unfair competitive privilege.
- v. **Transparency:** the information relating to the procurement and selection should be carried out in a transparent manner; ensuring relevant procurement information is made available to interested parties in consistent and timely manner.
- vi. **Sufficient planning:** Procurement activities should be planned adequately to ensure timely and successfully implementation of activities and to ensure compliance with the fund regulations.
- vii. **Conflict of interest:** A conflict of interest should be declared and reported to the Head of Human Resource so actions could be taken. Tenderers or Applicants shall have an obligation to disclose any situation of actual, potential or perceived conflict of interest that impacts their capacity to serve the best interest of the client or that may reasonably be perceived as having this effect and failure to disclose such situations may lead to the disqualifications of the Tenderers or Applicants or the termination of its contract.

## 6. SEGREGATION OF DUTIES

There shall be proper separation of duties between:

- i. The staff who raises a particular requisition for purchase
- ii. The staff who generates the good receipt note (GRN) by declaring supplied goods are in satisfactory condition through a quality certificate in-line with the purchase order (PO)
- iii. The staff who accepts the goods in store with GRN and quality certificate
- iv. The staff who authorizes payment clearance

## 7. PROCUREMENT CYCLE



7.1 There are four steps in the procurement cycle as follows

- i. Annual procurement planning
- ii. Transaction specific procurement planning and requisition placement
- iii. Procurement process
- iv. Receipt of goods/services

7.2 **Annual procurement planning:** Procurement planning is part of the annual budgeting process. Each departmental head is responsible for planning his/her project's estimated procurement needs on an annual basis using the annual procurement plan (APP), which indicates the items to be bought in during the year. It is very essential that the procurement committee discuss the APP at the beginning of each year or season and as need may arise within the year. The APP will also require the final approval of procurement Committee once it is consented by the executive committee before the current year ends.

7.3 **Transaction specific procurement planning and requisition placement:** Each specific procurement procedure process should be initiated by procurement requisitions to the procurement officer from the requesting department using a procurement requisition form. The request of goods and services will only be approved within the APP and annual budget agreed in the beginning of the year except in case of emergencies, which must be approved by the General Secretary with valid reason explaining the unplanned expenditures. The procurement requisition form should show detailed specifications and requirements for the goods/services being requested.

The procurement requisition form will indicate the following

- i. Goods/services requested
- ii. Quantities
- iii. Delivery date and location
- iv. Procurement value
- v. Current stock position



- vi. Whether the procurement within the APP/budgeted or emergency or unplanned (provide valid reasons for emergency or unplanned procurement)
- vii. Signature of the preparing person
- viii. Signature of the Head of Department
- ix. Signature of the respective committee Chairman

**7.4 Procurement process:** The procurement officer should conduct the procurement process using the procurement requisition form. The procurement should follow the procurement method according to the procurement threshold and specific requirements of the procurement. The procurement officer is also responsible for issuing Purchase Order (PO) to the vendor to confirm the details of the procurement.

**7.5 Receipt of goods and services:** The procurement cycle will be completed by certifying that the goods and services have been entirely received by BFF. The procedure for receipt of goods and services is crucial in confirming that the vendor has satisfactorily met their obligations. The person receiving the goods/service will be required to complete a Goods Received Note (GRN) to acknowledge the delivery of goods by the vendor, quality certificate and receipt by BFF. Once the performance and obligations have been completed by the vendor, all the relevant documents should be submitted to the Finance Department for payment. All payments must be made between the vendor and BFF in reference to the financial policies or treasury policies and in case of absence of such policies, a validated practice shall be followed.

**See Annexures** for specifics of procurement process steps:

**Annexure 1** Preparation of tender, proposal, quotation

**Annexure 2** Procurement planning and selection of procurements methods

**Annexure 3** Rejection of tenders, proposals or quotations

**Annexure 4** Approval procedures, notifications of award and publication

## **8. VENDOR SELECTION**

Proper selection of vendors should be made to ensure that best possible price, quality and delivery time available within the markets is obtained. A list of suitable vendors (the list of pre-qualified vendors approved by the BFF Secretariat), for each type of goods and services based on letters of introduction and past performance shall be maintained. The vendor list shall be reviewed and updated periodically (Preferably once a year) to ensure that current known factors are taken into consideration. Vendor selection for inclusion on the list of pre-qualified vendors will take place once per year and will be done by the BFF Secretariat.

The following set of criteria is essential for deciding on choice of vendors:

- i. Price
- ii. Quality of goods/services must be verifiable
- iii. Availability of goods/services within the required delivery time
- iv. After sale services, including availability of spare parts/supplies
- v. Bidder's previous records of performance and service including client list
- vi. Ability of bidder to render satisfactory service in this instance
- vii. Financial stability of the vendor
- viii. Availability of bidder's representatives to call upon to consult with as and when required
- ix. Payment terms and conditions
- x. Warranty offered
- xi. Ability to provide samples as required

## 9. CONTROLS ON PROCUREMENT

- i. Goods and services will only be procured within approved budgets except in case of emergencies, which must be approved by the Procurement Committee. Thus, in addition to being responsible for preparing the APP/budget, the departmental heads should ensure that actual procurement throughout the year remains within the budget. Each requisition should reference the APP/budget
- ii. The financial department shall assist the procurement department through providing periodic statements on procurement activities to ensure that they conform to APPs, departmental requirements, policies, and procedures along with donor regulations
- iii. Purchases under petty cash must not exceed the amount established by the authority and documented by the financial department
- iv. Procurement staff and all members of the procurement committee will be required to sign a 'conflict of interest' document stating that they will not purchase goods or services from a company they have a vested interest
- v. Segregation of duties must be complied in all scenarios
- vi. The annual central review should review the numbers of unplanned and urgent expenditures. A large number of unplanned expenditures will indicate a weak internal control in the financial process. BFF should constantly monitor and avoid the occurrence of unbudgeted procurement activities
- vii. Proper justification and approval shall be given based on the nature of events for all unplanned or urgent expenses



## 10. PROCUREMENT METHOD

The procurement method will depend on the total estimated value of the required goods or services, based on the following parameters,

Sla b	Procurement Value (BDT)	Procurement Requirements	Approvals Required	Method	Contracts Required
A	Up to BDT 100,000	<ul style="list-style-type: none"> <li>✓ Written quote is required if needed.</li> <li>✓ Bank Transfer but Petty cash allowed</li> <li>✓ Raise a PO if needed</li> </ul>	General Secretary	Direct Purchase and RFQ if needed.	Contract may be established with main dealers of regularly purchased goods
B	From BDT 100,000 to BDT 500,000	<ul style="list-style-type: none"> <li>✓ Written quote is required minimum 3</li> <li>✓ Bank transfer preferred but Petty Cash allowed</li> <li>✓ Purchase Order (PO)</li> </ul>	GS headed purchase committee mentioned in the clause 4(1)	Request for Quotation Method process (RFQ)	Contract may be established with main dealers of regularly purchased goods
C	500,000 to 1,000,000	<ul style="list-style-type: none"> <li>✓ written quote required 3-5</li> <li>✓ Bank transfer</li> <li>✓ Raise a PO</li> </ul>	The purchase committee mentioned in the clause 4(2)	Request for Quotation Method process (RFQ)	Contract may be established with main dealers of regularly purchased goods
D	1,000,000 to 25,000,000	<ul style="list-style-type: none"> <li>✓ Tender process to be undertaken</li> <li>✓ Bank Transfer</li> <li>✓ Raise a PO</li> </ul>	The purchase committee mentioned in the clause 4(2)	Open Tender Method	Contract required with the selected vendor
E	25,000,000 +	<ul style="list-style-type: none"> <li>✓ Tender process to be undertaken</li> <li>✓ Bank Transfer</li> <li>✓ Raise a PO</li> </ul>	Executive Committees and President		Contract required with the selected vendor

Invitation for quotation must be sent to vendors thrice the minimum requirements.  
See Annexure 5



## **11. PROCUREMENT PROCESS REPORT**

- i. Upon receipt of procurement requisition form from the department, the procurement officer should first verify that the requisition is properly approved according to the authorized delegate. The procurement officer should maintain a procurement process report for the all the requisition details. The purchase of goods/services should begin subsequently.
- ii. The procurement process report is updated to reflect the requisition received from the departments. The report should also include information on the status of each procurement requisition, procurement value, and expected date of delivery.
- iii. The procurement process report should be submitted to the Deputy General Security monthly
- iv. The procurement officer is also required to prepare a monthly financial report on procurement to the General Secretary and copy to the Finance Department. The Finance Department should ensure the procurement is in line with the APP and annual budget.

## **12. ANNEXURES**

### **Annexure 1- PREPARATION OF TENDER, PROPOSAL, QUOTATION**

1. The Bangladesh Football Federation shall set out clearly the following information and conditions in the Tender, Quotations and Proposal documents:
  - i. The description of the works and physical services to be carried out.
  - ii. The drawings and location of the works
  - iii. The description of the goods and related services to be supplied.
  - iv. The location of delivery or installation
  - v. The schedule for delivery and completion
  - vi. The minimum performance requirements
  - vii. The warranty, defects liability and maintenance requirements
  - viii. Tenderers quoted currency on the tender and the applicable exchange rate on specific dates
  - ix. The terms and mode of payment of the contract price
  - x. The presence or absence of advance payment
  - xi. The minimum insurance coverage and
  - xii. Any other relevant terms and conditions.
2. Tender documents, where appropriate, shall define the tests, standards and methods that shall be used to determine the compliance of the goods or equipment to be delivered or works to be performed with technical specifications.
3. Technical specifications shall be prepared in non-restrictive manner so that a fair and open competition is possible and shall be consistent with drawings included in the tender documents.
4. The Bangladesh Football Federation may, if necessary, seek the assistance of external specialists from outside the Bangladesh Football Federation at the time of for preparing the Tender Document.
5. The documents forming the contract shall be in the following order of precedence,
  - (i) The signed Contract Agreement
  - (ii) The Notification of Award
  - (iii) The Tender and the appendices to the Tender.
  - (iv) Particular conditions of contract
  - (v) General conditions of contract
  - (vi) Technical specifications
  - (vii) General Specifications
  - (viii) Drawings
  - (ix) Price schedule, schedule of requirements for goods or ill of Quantities for works
  - (x) Other documents including correspondences.
6. The Bangladesh Football Federation shall publish on their website the standard documents issued.
7. Bangladesh Football Federation shall record the following information when issuing the Pre-Qualification, or Tender or RPF (Request for Proposal) documents to a person, namely-
  - i. Reference number relating to the issuance of a procurement related document
  - ii. Name and mailing address
  - iii. Telephone number and electronic mailing address, if applicable.
  - iv. Any other information that is considered necessary by Bangladesh Football Federation.

8. Tender Securities: -

- i. To discourage the submission of Tenders with ill motive, BFF may include a condition in the Tender documents that Tender must be accompanied by a security in form of, at Tender's option, a Bank draft, pay order, or bank guarantee using the standard format attached to the Tender Documents, issued by a scheduled Bank of Bangladesh.
- ii. In case of international procurement, the Tender security in the form of a Bank Guarantee as specified in the Tender Document shall be and issued by an internationally reputable bank and shall require to be endorsed by its correspondent bank located in Bangladesh, to make it enforceable.

9. Return of Tender Securities

- i. No Tender Securities shall be returned to the Tenderer by the Tender Opening Committee after the opening of Tenders.
- ii. No Tender Security shall be returned to the Tenderers before contract signing, except to those who are considered non-responsive.
- iii. Tender Securities of non-responsive Tenderers shall be returned immediately after the Evaluation Report has been approved by the authority.
- iv. Tender securities of the responsive Tenderers shall be returned only after the lowest evaluated responsive Tenderer has signed the contract and submitted the performance security, even before the expiration of the validity period.



## **Annexure 2- PROCUREMENT PLANNING AND SELECTION OF PROCUREMENT METHODS**

1. Prior to the preparation of a procurement plan the BFF shall decide the applicability of the procurement methods considering the nature and size of the procurement, by carefully reviewing the proposed procurement activities and issues.
2. Preparation of a Procurement Plan shall be mandatory for all committee of BFF including secretariat.
3. The Procurement plan shall include all targeted objects or issues to be procured, irrespective of value or methods, classified by category "such as Goods and related services, works, physical services and intellectual and professional Services".
4. At the beginning of each financial year, all individual committee of BFF shall prepare an annual procurement plan.
5. The BFF and its individual Committee shall for its own purposes, update the Procurement plan on a quarterly basis to accommodates delays, re-tendering and other unforeseen changes or constraints.
6. In the case of determining the method of Procurement BFF shall consider the following:
  - i. Estimated cost as approved by the individual committee and Finance Committee.
  - ii. The prevalent conditions of the contracting suppliers.
  - iii. Capacity of local suppliers
  - iv. Expected competition
  - v. Geographic location
  - vi. Intended completion date and
  - vii. Other related matters.

### **Annexure 3- REJECTION OF TENDERS, PROPOSALS OR QUOTATIONS**

1. Bangladesh Football Federation may reject all Tenders, Proposal or Quotations on the recommendations of the Evaluation Committee after approval by the Head of BFF in the following circumstances:
  - i. The price of the lowest evaluated Tender or Quotation exceeds the official estimate or
  - ii. There is evidence of lack of effective competition that is non-participation by a number of potential Tenderers.
  - iii. The Tenderers are unable to propose completion of the delivery or works within the stipulated time in its offer, though the stipulated time is reasonable and realistic, or
  - iv. All tenders, Quotations or proposals are non-responsive.
2. Rejection of Tenders or Quotations shall not be mandatory if the lowest evaluated price is in conformity with the market price.
3. Bangladesh Football Federation shall notify all Applicants or Tenderers of it after the rejection of all Tenders, Proposals or Quotations within the period specified in Schedule II
4. Alternatively, Bangladesh Football Federation shall, upon written requests from Applicants or Tenderers, inform them of the reasons for the rejection of their Tender, Proposal or Quotation.



#### **Annexure 4- APPROVAL PROCEDURES, NOTIFICATIONS OF AWARD AND PUBLICATION**

1. The Approval Procedure will be executed by BFF in accordance with the recommendations of procurement Committee through awarding a contract or work order for procuring Goods or Services.
2. In the case of procurement approval process, the procedures as detailed below shall be followed.
  - i. The Procurement committee shall having completed the evaluation in accordance with the policy, submit the Evaluation Report and the recommendation for award of contract or work order.
  - ii. After approval of the Evaluation report, BFF authority shall award contract or work order for procuring Goods and Services.



## **Annexure 5- METHODS OF PROCUREMENT FOR GOODS AND RELATEDSERVICES**

### **1. REQUEST FOR QUOTATION METHOD (RFQ)**

- i. For procurement of goods or services an amount between BDT 50,000 to 1,000,00 the Request for Quotation (RFQ) method shall be followed.
- ii. The president of BFF shall strictly control the use of RFQ method to ensure that there is no abuse.
- iii. The BFF shall invite quotations (See paragraph 10 Procurement Method) from enlisted suppliers by letter or email, indicating the last date by which the quotations shall be submitted. RFQ does not need to be advertised in the newspaper, but it may be advertised on the website and its notice board.
- iv. All quotations, whether submitted in sealed envelopes or by other means(email), shall be examined and evaluated by a Procurement Committee And recommending lowest quotation holder for awarding work order.

### **2. OPEN TENDER METHOD**

- i. For procurement of goods or services an amount of BDT 10.00 (Ten) Lac or more the open Tender method shall be followed.
- ii. Tenders shall be invited from all eligible tenderers through (See paragraph 10 Procurement Method) public advertisement.
- iii. The minimum 14 (Fourteen) days' time allowed for Tenderers to prepare and submit their Tenders for Goods, Works, and Physical services.
- iv. The Tender documents shall be made available to Tenderers as soon as publication of the advertisement.
- v. The Procurement committee of BFF shall open all Tenders received at the time and place specified in the invitation for Tender in presence of Tenderers or his representatives if any.
- vi. No Tender shall be rejected at Tender opening, but late Tenders or Tenders withdrawn shall be returned directly to Tenderers unopened.
- vii. The Procurement committee Shall Evaluate and compare Tenders that are responsive to the requirement of Tender Documents to identify successful Tenderer.
- viii. After receiving the Evaluation report from procurement committee, the BFF shall work order to successful Tenderer.

### **3. EXCEPTIONS**

If and when, any exception to quotation and tender requirement occurs and BFF exhausts all reasonable efforts to comply with the requirements, BFF shall take an approval from procurement committee (For below BDT 10 lac) and Executive committee (For over BDT 10 Lac). Also must notify the exception through proper communications to proceed with the procurement.



### 13. ENFORCEMENT

These policies were adopted by the BFF Executive Committee Meeting held on 31 December 2022 and come into force with immediate effect.

Dhaka, 31 December 2022

For Bangladesh Football Federation

President  
**Kazi Md. Salahuddin**

General Secretary  
**Md. Abu Nayeem Shohag**