IOM Purchase Authorization Matrix and Process for Procurement of Goods, Works and Services for Field Missions

Purchase Limit in USD	Procurement Method	Authorized Signatories [1] for		
		Purchase Request (PR)	Bids Analysis Summary (BAS)	Purchase Order /Contract hard copy
Purchases up to USD 3,000	**Sole Sourcing Procurement** Mission Procurement focal point source quotation from one reputable vendor.	Prepared by Unit/ Department requesting staff, Reviewed and confirmed by staff monitoring the budget and approved by Project Manager/ Head of Unit, RMO and COM	No need for BAS	PO is not mandatory, but it is recommended in case of equipment / items with technical specs high in nature. PO should be prepared by procurement focal point and approved by PM/ HoU. PR stating WBS is still mandatory. Payment is processed once goods, works or services are inspected and accepted by requesting staff and qualified technical staff (in case of technical items)
Purchases Over USD3,000 up to USD 100,000	**Low Value Procurement/Shopping** Mission Procurement focal point sources quotations from at least three (3) suppliers/contractors/service providers[2], evaluates and prepares the Bids Analysis Summary of the quotes received & forward it to the authorized officers for final review and approval	Prepared by Unit/ Department requesting staff, Reviewed and confirmed by staff monitoring the budget and approved by Project Manager/ Head of Unit and approved by RMO and COM or his/her designate	Mission Procurement focal point will prepare BAS based on 3 quotations, and BAS will be reviewed and confirmed by staff monitoring the budget and approved by Project Manager/ Head of Unit [4] and approved by RMO and COM or his/her designate	Mission Procurement Focal Point will prepare PO or contract that will also contain SAP PO number for financial commitment. LEG department must review and approve all contracts before contract is signed by COM or his designate. . Payment [3] is processed once goods, works or services are inspected and accepted by requesting staff and qualified technical staff.

Purchases Over USD100,000 Up to USD300,000	**Low Value Procurement/Shopping** In addition to the process above, in depth procurement planning is recommended. The inclusion of general instructions in the request for quotation and conduct of a formal vendors' verification is required (if not already part on the Mission Vendors List) Mission Procurement Focal points are required to coordinate their purchases with GPSU for endorsement/clearance and MAC Director approval	Prepared by Unit / Department requesting staff, Reviewed and confirmed by staff monitoring the budget and approved by Project Manager/ Head of Unit and approved by RMO and COM or his/her designate	Mission Procurement focal point will prepare BAS based on at least 3 quotations, and BAS will be reviewed and confirmed by staff monitoring the budget and approved by Project Manager/ Head of Unit [4] and approved by RMO and COM, or his/her designate. Once approved by Mission authorities, Mission Procurement focal point will send to GPSU scan copy of duly signed and approved Purchase Request and Bids Analysis Summary , scan copy of all quotes for GPSU further review and for final approval of the MAC Director	Once the BAS is approved by GPSU and MAC Director Mission Procurement Focal Point will prepare PO or contract that will also contain SAP PO number for financial commitment. LEG department must review and approve all contracts before contract is signed by COM or his designate. . Payment [3] is processed once goods, works or services are inspected and accepted by requesting staff and qualified technical staff

Purchases Over USD300,000	**Competitive Bidding** Requires a formal competitive bidding process, requiring widest dissemination of tender invitation open to local and/or international bidders. A formal bidding document [5] is required and COM needs to form a Bids Evaluation and Awarding Committee (BEAC) for the bidding process Mission/Units are required to coordinate their purchases with GPSU for endorsement/clearance and MAC Director approval	Prepared by Unit / Department requesting staff, Reviewed and confirmed by staff monitoring the budget and approved by Project Manager/ Head of Unit and approved by RMO and COM or his/her designate	Mission Procurement focal point will prepare BAS based on the number of suppliers/services providers applied, and BAS will be reviewed and confirmed by or finance staff monitoring the budget and approved by Project Manager/ Head of Unit [4] and approved by RMO and COM his/her designate. Once approved Mission Procurement focal point will send to GPSU scan copy of duly signed and approved Purchase Request, Scan copy of the BEAC resolution to award (document 19.17 for the supplemental forms) and Bids Analysis Summary , scan copy of all quotes for GPSU further review and for final approval of the MAC Director	Once the BAS is approved by GPSU and MAC Director Mission Procurement Focal Point will prepare PO or contract that will also contain SAP PO number for financial commitment. LEG department must review and approve all contracts before contract is signed by COM or his designate. . Payment [3] is processed once goods, works or services are inspected and accepted by requesting staff and qualified technical staff

Notes:

1. The COM may assign a Designate to approve procurements within the Mission or create an internal procurement matrix among his/her offices using this general matrix as guide and in correlation with the IN/ 168. Such must be done in writing.
2. Sole Source may be employed only in exceptional cases following the criteria listed in the Procurement Manual. GPSU and MAC Director endorsement/clearance applies depending on the amount involved (above USD 100,000)
3. Advance payments are discouraged, where unavoidable mission may advance payments up to USD 10,000. If the advanced amount exceeded more than USD 10,000 mission or sub office will request vendor/service provider / contractor to submit bank guarantee /bond equal to the advanced amount, reviewed and approved by LEG. Advance payments above USD 10,000 without bank guarantee should be exceptionally approved by ACO
   For advance payments in emergencies, refer to section 8.0 of the IN 168 rev (2)
4. Mission Procurement Officer will also review and approve BAS in case he/she is not the Project Manger/ Head of Unit
5. Missions are encouraged to coordinate their tender /bidding documents and with GPSU prior to issuance