



Procurement Principles

International Medical Corps is required to procure appropriate and needed products and services under terms and conditions that protect the interests of beneficiaries, donors and International Medical Corps. Procurements will be made with complete impartiality based strictly on the merits of supplier proposals and applicable related considerations such as delivery schedule, quantity, etc. The mandatory principles of any International Medical Corps procurement process are:

1. **Ethical Procurement** – ethical standards must be observed;
2. **Sound Financial Management** – best value procurement is conducted;
3. **Equal Treatment opportunity** – Any form of discrimination that discourages participation in procurement undermines competitive bidding principles. Procurement will not discriminate against any potential bidders or actual bidders based upon gender, ethnicity, religious affiliation, physical disability or party affiliation in any procurement proceeding, except where such discrimination is a direct and unavoidable consequence of a International Medical Corps policy on preferential treatment of disadvantaged group.no discrimination or unjustified differentiation (any form of discrimination that discourages participation in procurement undermines competitive bidding principles)
4. **Transparency** – all phases in the procurement process will be conducted fairly and accurately documented; Transparency in procurement complements good governance and enhances internal controls. Transparency in procurement includes, but is not limited to, documenting, communicating and providing access to procurement processes and procedures. Procurement must maintain records of all procurement transactions in files with appropriate references. Each Procurement File must contain all information, documents and communications related to a given procurement proceeding (see Systems and enablement / Procurement File).
5. **Proportionality** – written procurement procedures ensure proportionality between the procedures to be followed for awarding contracts and the value of the contracts;
6. **Confidentiality and limited disclosure:** Confidentiality creates an environment that promotes fair competition, but it can also create an environment for potential abuse. IMC staff will ensure confidentiality of bidder information prior to an Open Tender process. International Medical Corps members, employees or affiliates should not disclose information relating to a procurement process when disclosure would impede law enforcement or does not serve the best interest of International Medical Corps or the donors. Such parties must not disclose information relating to procurement when disclosure would prejudice legitimate commercial interests or inhibit fair competition. Such parties must not disclose information relating to the evaluation, comparison or clarification of Bidding Documents prior to bid opening.
7. **Supporting the Local Economy** – endeavor to use local human or material resources;
8. **Due Diligence** – follow up on the integrity, performance and quality of all received supplies, works, or services;
9. **Accountability** – accountability to its beneficiaries and donors by maintaining a record of activities, accepting responsibility for them, and disclosing results and outcomes in a transparent manner; and
10. **Efficiency and cost effectiveness** in the six rights of supply:
 - a. fair price
 - b. timely delivery
 - c. correct quantities,
 - d. appropriate quality for goods and services
 - e. eligible, appropriate source
 - f. delivery to the proper location



11. **Supplier relations and ethical practices:** Procurement staff should be courteous and professional in their relationships with actual and potential vendors. Procurement staff will represent the interest and needs of International Medical Corps. Ethical behavior includes, but is not limited to the following: Impartiality, Integrity, Confidentiality of the procurement process, Lack of conflict of interest, Drafting specifications that do not give a supplier an unfair advantage, Fair, ethical and legal trade practices, Good faith and equal treatment of suppliers, Not taking advantage of suppliers errors, Not causing needless expense or inconvenience when requesting offers and proposals, Avoidance of obligations to any supplier, Equitable and mutually agreeable settlement if any controversy arises with a supplier