

Procurement Policy



Implemented July 2025| Version 1.1

I. Purpose and Scope

This directive has been prepared to regulate the procurement processes of Yeryüzü Çocukları Derneği. It establishes the policies, procedures, and responsibilities necessary to effectively manage procurement processes to meet the association's needs and support its projects.

II. Authority

The Board of Directors of the association has the primary authority over procurement processes. The Board may delegate this authority to other units or individuals based on the size of the expenditures. This authority is used to determine procurement policies, select suppliers, and approve procurement transactions within budget constraints and project needs. This directive serves as a reference document indicating the delegation of the Board's powers.

III. Abbreviations

PR: Purchase Request

PO: Purchase Order

GRN: Goods Received Note

GDN: Goods Dispatch Note

MQR: Material Quality Report

Official Email: satinalim@yeced.org

System: System Plus

Technical Specification: A document comprehensively detailing the specifications of the product to be purchased.

IV. Exceptions

This directive does not apply to the following cases:

- In cases of natural disasters, pandemics, threats to life or property, or urgent security-related needs as determined by the Board of Directors.
- Procurement and construction works funded through international agreements or protocols specifying different procurement procedures.
- Purchases made through foreign partners or necessary procurements abroad, including transportation services acquired overseas.
- Recurrent purchases from the same supplier for essential needs.
- Procurement of goods or services where only a single supplier exists.

V. Procurement Process Workflow

A structured system has been established to ensure that procurement processes are carried out in an organized and controlled manner. This system includes specific approval processes for different spending thresholds and the following steps:

Purchase Request:

- A designated volunteer, project staff, department manager, board member, or administrative affairs officer initiates a purchase request (PR) based on the amounts specified in the table below.
- Volunteers can submit PRs only up to 9,900 TL; purchases exceeding this amount must be initiated by staff.
- PRs can be created through System Plus or manually if the requester lacks system access.

- PRs must be approved by the relevant department manager within the system or, if manual, must be signed or approved via official email.
- For purchases over 50,000 TL, a technical specification document must be prepared and shared with the procurement officer.
- The purchase request must clearly state the purpose, quantity, and specifications of the requested items.

Approval:

- Approval must be based on budget availability and necessity.
- Purchases below 9,900 TL:
 - If made by staff, no approval is required.
 - If requested by a volunteer, it must be approved by the responsible staff member.
- Purchases between 9,900 TL and 50,000 TL:
 - Must be approved by the requester's direct supervisor.
- Purchases over 50,000 TL:
 - First approval by the requester's direct supervisor.
 - Second approval by the department manager.
 - Third approval by the Procurement Unit Manager.
 - Final approval by the Board Chair.

Supplier Research:

- Upon approval, the Procurement Officer or an authorized administrative affairs officer initiates a competitive bidding process.
- Purchases below 50,000 TL do not require additional supplier research if a suitable supplier has already been identified.

- The procurement team must ensure that suppliers meet ethical and environmental standards in their operations.

Supplier Selection:

- For purchases over 50,000 TL, supplier selection is handled by the procurement committee based on price, quality, service, and delivery time.
- The entire supplier selection process must be documented and conducted via YECED email accounts.
- Procurement records should be retained for a minimum of five years for auditing and transparency purposes.

Tender Process for High-Value Purchases:

- Closed bid tenders require sealed offers with bidder details and signatures.
- Open bid tenders are conducted in rounds before the commission, with final offers submitted in writing.
- The procurement committee evaluates bids and determines scores based on predefined criteria.
- Any conflicts of interest in the procurement process must be disclosed, and any committee member with a conflict must abstain from the decision-making process.

Amount	Process	Requestor	Approver	Evaluator	Signatory
Up to 6,900 TL	Direct Purchase	Volunteer/Staff	-	Requestor	N/A
6,900 - 50,000	Minimum 3 phone bids	Staff	Requestor's Supervisor	Administrative Officer	N/A

TL					
50,000 500,000 TL	-	Minimum 5 written bids	Staff	Multi-level approval	Procurement Committee
500,000+ TL		Public tender announcement	Dept. Manager	Multi-level approval	Procurement Committee
					Board Chair or Audit Officer

6. Additional Procurement Considerations

- The first approver of a purchase request also confirms the budget availability.
- Budget control must also be conducted by the administrative affairs unit.
- Fixed asset purchases must be processed through the system.
- Unless otherwise decided, contracts must be signed for purchases over 50,000 TL.
- Tender announcements must include:
 - Nature, location, and quantity of the procurement.
 - Date, time, and method of the tender.
 - Temporary and final guarantee amounts (if applicable).
 - Required documents from bidders.
 - Submission deadlines for closed bid tenders.
- The tender specifications must cover:
 - Name, type, and quantity of the procurement.
 - Organization's name, address, contact details.
 - Delivery and execution locations.
 - Start and completion dates.
 - Tender method, participation conditions, and required documents.
 - Evaluation criteria.
 - Location, date, and time of the tender.
 - Submission deadlines for offers.
 - Offer and contract type.
 - Minimum deposit requirement (not less than 3% of the bid amount).
 - Validity period of bids.

- Additional required documents based on departmental needs.

Contracting and Procurement Execution

- Once the supplier is selected, the **Procurement Officer** or an **authorized representative from the Finance Department** conducts contract negotiations and seeks legal support if necessary.
- After the contract is approved, the payment process is initiated, and relevant records are maintained.

Payment Process

Based on the above table, if a contract is required for the purchase, the timing of payment (advance payment or post-delivery payment) must be determined in the contract. If no contract exists, the payment and delivery terms agreed upon with the supplier must be documented via written communication (e.g., email).

Required Documents for Payment:

- **For payments below 9,900 TL:** Receipt
- **For payments above 9,900 TL:** An official stamped invoice containing the names, tax numbers, and tax office details of the buyer and seller organizations
- Approved Purchase Request (PR)
- If a tender was conducted, screenshots of the published tender announcements
- Procurement Committee's decision and meeting minutes
- Copy of the contract (if applicable)
- Supplier's delivery note
- YEÇED's **Goods Received Note**
- **Quality Report** for the purchased goods

Delivery Process

- The delivery process must be defined in the contract.
The **preferred method** is to make the payment after delivery.
- If post-delivery payment is not feasible, an **advance payment and post-delivery balance** method should be used.
- If an agreement cannot be reached with the supplier, and the supplier has valid reasons, full advance payment should only be considered as a **last resort**.
- **YEÇED personnel must be present during delivery.**
The receiving personnel must obtain a signed delivery receipt from the supplier's representative. • A **copy of the supplier's delivery note** must be collected.
- The requesting unit must perform a **quality control check**, and the results must be documented in a signed report. **No payment can be made for items that fail quality control.**
- If the received goods are to be transferred to another location for distribution or other purposes, YEÇED must prepare its own **dispatch note**, and a copy must be sent to the receiving personnel.

Procurement Authorization Table:

Amount	Task	Requestor	Requestor's Supervisor	Procurement Officer	Procurement Committee
Up to 6,900 TL	Opening Purchase Request	✓	-	-	-
	Approval of Purchase Request	-	✓	-	-
	Supplier Research	-	-	✓	-
	Supplier Selection	-	-	✓ (if volunteer, relevant personnel)	-

	Product Delivery	✓ (if volunteer, relevant personnel)	-	-	-
	Product Quality Control	✓ (if volunteer, relevant personnel)	-	-	-
	Collecting All Procurement Documents	✓ (if volunteer, relevant personnel)	✓	-	-

Amount	Task	Requestor	Requestor's Supervisor	Procurement Officer	Procurement Committee
6900 - 50,000 TL	Opening Purchase Request	✓	-	-	-
	Approval of Purchase Request	-	✓	✓	-
	Supplier Research	-	-	✓	-
	Supplier Selection	-	-	✓	-
	Product Delivery	✓	-	-	-
	Product Quality Control	✓	-	-	-
	Collecting All Procurement Documents	✓	✓	-	-

Amount	Task	Requestor	Requestor's Supervisor	Procurement Officer	Procurement Committee
50,000 TL+	Opening Purchase Request	✓ (for 300K+ only department managers)	-	-	-
	Approval of Purchase Request	-	✓	✓	-
	Supplier Research	-	-	✓	-
	Supplier Selection	-	-	-	✓
	Product Delivery	✓	-	-	-
	Product Quality Control	✓	-	-	-
	Collecting All Procurement Documents	✓	✓	-	✓

Key Considerations in Procurement Procedures

1. Needs Analysis:

- Identify the needs and objectives of the non-governmental organization.
- Clarify the purpose and requirements of the procurement.
- Consider budget constraints.

2. Supplier Research:

- Identify reliable and reputable suppliers.
- Evaluate the quality, price, delivery time, and customer references of the product or service.
- Obtain competitive offers and compare prices.

3. Offer Evaluation:

- Carefully review and compare the received offers.
- Ensure the product or service meets the requirements.
- Consider additional costs (shipping, installation, warranty, etc.).
- Analyze the long-term costs of the procurement.

4. Budget Management:

- Determine an appropriate budget for the procurement.
- Monitor the cost-effectiveness and efficiency of the procurement process.
- Research discounts, offers, or support programs to optimize financial resources.

5. Contract Preparation:

- Sign a written contract with the selected supplier.

- Clearly specify all requirements, prices, delivery time, and warranty terms in the contract.
- Remember that the contract is legally

binding for both parties.

6. Delivery and Acceptance:

- Ensure the product or service is delivered on time and meets the agreed terms.
- Check the quality and compliance of the products.
- Define acceptance criteria and ensure all

requirements are met.

7. Supplier Relationship Management:

- Establish and maintain a good supplier relationship.
- Maintain effective communication and resolve issues promptly.
- Regularly evaluate supplier performance.

Laws and Regulations

It is essential to comply with the applicable laws and regulations in Turkey during procurement processes. The association must fully adhere to tax laws, consumer protection laws, and other relevant legislation in all procurement activities. The **Administrative Affairs Officer** or an **authorized personnel** must monitor these laws and regulations and seek legal consultation when necessary.

This guideline provides a fundamental framework to regulate and effectively manage the association's procurement processes. The objective of the guideline is to support the

association's budget goals and projects while best meeting its needs.

Children of Earth Association

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