



INSTITUTE OF SOCIAL DEVELOPMENT

## Logistic Manual



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# **1. Introduction**

This manual provides general guidance to Institute of Social Development (ISD) staff for the purchase of goods and services in accordance with ISD's internal policies and procedures related to procurements conducted using donors' funds.

Goods include, in these guidelines, both equipment and supplies.

Services in these guidelines include transportation, insurance, installation, commissioning, training, maintenance, consultancy services, etc.

ISD will follow this document has a minimum and when donor requirement is far stringent, ISD shall comply with donor requirements.

## **Duties and responsibilities of procurement personnel**

Executive Director and procurement staff are responsible for the procurement of goods and services for ISD. Staff shall ensure adequate responsibility, standards of conduct, conflict of interest, competition requirements, and proper documentation is followed for all procurement actions.

## **Procurement Planning**

ISD procurement team shall put in place a procurement plan for the annual procurement needs. Procurement planning helps ISD to know what and when to buy, from which sources to buy, methods of procurement that should be applied, staff responsibilities, etc.

When properly implemented, procurement planning will ensure timely delivery of goods and services at the best price. Also, this will help to monitor procurement actions and compare the actuals with planned activities and amend the procurement plan accordingly.

## **Donor Approvals**

ISD shall ensure that prior donor approval is taken when needed for procurement of goods and services if require. In this regard ISD program/procurement team shall liaise with donor agency and comply with requirements of the donor contract/agreement.

## **Competition**

ISD shall follow standards of competition when procuring goods and services. Procurement transactions will be conducted in a manner that provides open and free competition while ensuring industry ethics and standards. Noncompetitive sources are selected only in instances provided in this manual.

ISD shall always select the vendor who is responsive to the solicitation and is most advantageous to ISD in terms of price, quality and other factors considered.

## 2. Schedule of Authorities

<b>Procurement item</b>	<b>ISD Office staff</b>	<b>Executive Director</b>	<b>Chairman or Board of Directors</b>
<b>Procurement of Goods and Services</b>	Division heads reviews and approves up to LKR 100,000.00	Approves up to LKR 500,000.00	Reviews and concurs for goods or services greater than LKR 500,001
<b>Property (Capital Expenditures)</b>	N/A	Reviews and approves	Reviews & Approvals
<b>Subawards and Institutional Contracts (Local and International)</b>	N/A	Reviews and approves up to LKR 1,000,000.00	Reviews and concurs for all
<b>Individual Consulting Agreements (Local and International)</b>	Division heads review and approve.	Reviews and approves up to LKR 1,000,000.00	Reviews and concurs for local agreements greater than LKR 1,000,001.00
<b>Requests for Payment (approval to make payments)</b>	Line manager reviews and approves invoices up to LKR 100,000.00	Approves up to LKR 300,000.00	Approves greater than LKR 300,001.00
<b>Leases (Office and residential)</b>	Finance Manager Reviews.	Reviews and approves	Reviews
<b>Key Personnel</b>	N/A	Approves	Drafts request
<b>ISD other Staff</b>	Division heads Reviews and approve	Final approval	N/A
<b>Payroll</b>	Finance officer completes  Finance Manager approves	Final approval	N/A
<b>Program Deliverables</b>	Program division heads reviews	Final Approves	N/A

<b>Local travel for staff</b>	Division heads reviews and approves	Approves	N/A
<b>International Travel</b>	N/A	Reviews and approves	Reviews and approves for key personals

## 3. Procurement Procedures

### 3.1 Process Summary

- Step i Identify and define the procurement need.
- Step ii Identify vendors who can provide the required goods/services and obtain their prices.
- Step iii Compare the prices obtained to confirm that your selection is priced reasonably within the established price range.
- Step iv Complete the rest of the **contract documents**.
- Step v Complete an **Anti-Terrorism and Excluded Parties Verification** form for the selected vendor.
- Step vi Request a **Responsibility Determination Questionnaire and Source & Nationality Certification** from the selected vendor.<sup>1</sup>
- Step vii Obtain an ISD approval/signature for the **contract documents**.
- Step viii Order the goods/services.
- Step ix Confirm the evidence of contract completion/deliverables/GRN

**Note:** Step v and Step vi applicable only for specific donor.

### 3.2 Purchase Requisition Form

A requisition form is given to each department. The requestor shall fill the form and get the supervisor's approval before passing it to the finance department. Requestor must ensure the funds are available in the agreement to cover the cost of the procurement. Finance department should acknowledge the availability of funds before further procurement action. (except for petty cash)

[Annex I - Purchase Requisition Form](#)

### Market Research

Conduct market research of the goods or services to ensure technical awareness, approximate prices, and availability of the service providers of the items being procured.

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<sup>1</sup> Not required for goods procured from local commercially available sources (a local store).

## Buy vs Lease Analysis

ISD may perform buy vs lease analysis to identify the most economical approach when procuring. Following should be considered when deciding to buy or lease.

- Cost
  - Procurement: Purchase price, maintenance cost, insurance, etc
  - Leasing: Cost of leasing, additional payment for over usage, penalties, termination costs, etc
- Period of Usage
- Availability of funds

## Competition Requirements

Based on the approximate value of the procurement action ISD shall establish competition requirements. Below table establishes procurement thresholds and signature authority.

Procurement of goods and services	Method	Minimum No. of Quotes	Approval
LKR 1- LKR 50,000.00	Direct Purchases – small value items	N/A	Division heads
LKR 50,001.00 - LKR 125,000.00	Direct Purchases	One quotes / Market rate	Division heads
LKR 125,001.00 – LKR 300,000.00	Small purchases	Minimum three quotes	Executive Director
LKR 300,001.00 – 1,500,000.00	Formal Methods	Minimum three shield quotes or proposals Via RFQ or RFP publicly advertised	Executive Director Board concurs
LKR 1,500,001.00 and above	Formal Methods	Minimum five shield quotes or proposals Via RFQ or RFP publicly advertised	Executive Director Board concurs

## Direct Purchases

When purchasing procurement items for less than LKR 100,000.00, No quotes require up to LKR 50,000 and ISD may take one quote over LKR 50,001.00. However, ISD should ensure the price is in par with current market prices. Therefore, when online prices are not available to establish market prices, ISD shall take at least two quotations.



## **Small Purchases**

For procurement actions valued between LKR 100,001.00 to LKR 300,000.00, three written quotations should be taken. There is no need for a RFQ or RFP document. However, ISD may choose to use an RFP/RFQ document depending on the circumstances.

## **Formal Methods**

For procurement actions valued between LKR 300,001.00 to LKR 1,500,000.00, ISD will publicly advertise a solicitation document and receive a minimum of three written shield quotations or proposals and LKR 1,500,001.00 and above five written shield quotations or proposals. A RFQ or RFP document will be used in this regard.

### **3.3 Request for Quotation (RFQ) or Request for Proposals (RFP)**

ISD may use RFQ or RFP document soliciting process for their procurement actions.

In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

When soliciting RFQ/RFPs ISD should avoid situations considered to be restrictive of competition. Below are few instances but are not limited to.

- I. Placing unreasonable requirements on firms in order for them to qualify to do business.
- II. Requiring unnecessary experience and excessive bonding.
- III. Noncompetitive pricing practices between firms or between affiliated companies.
- IV. Noncompetitive contracts to consultants that are on retainer contracts.
- V. Organizational conflicts of interest.
- VI. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- VII. Any arbitrary action in the procurement process.

## **[Annex II - Request for Quotation \(RFQ\)](#)**

### **Prequalified vendors**

ISD may use prequalified vendors for their procurement activities. This is considered as a closed competition since ISD is requesting from a limited number of sources. Through this ISD can complete procurement actions quickly and efficiently.

The process is as follows.

- Collect information from vendors (May be via EOI)
- Through an evaluation process certify which Organizations can compete in future procurements

- Then when you have a procurement send RFQ/RFPs only to those vendors requesting quotes and proposals
- 

### **3.4 Procurement Committee**

ISD Executive Director may time to time appoint procurement committees. Procurement committees will ensure compliance with operating/donor standards and promotes and oversee full and open competition and assist in selecting the most suitable vendor.

Procurement committees may establish for.

- High value procurement
- For procurement that need lot of technical assistance
- When there is a conflict of interest

ISD should ensure that procurement committee is established for procurement actions more than LKR 300,001.00. Executive Director may establish procurement committees for procurement actions below this level if he/she thinks necessary.

#### **Procurement Committee Responsibilities**

- Approving bidding or modification docs such as RFQ/RFPs/IFB before issuance
- Opening bids
- Evaluating bids as per the selection criteria given in the bidding document
- Determining responsible and responsive respondents based on integrity, technical capacity, financial capacities, etc
- Rejection of applications as per the criteria of the bidding documents
- Determining termination instances of contracts if authority is given

#### **Conduct of Procurement Committee**

- Impartial manner
- Disclose if there is any Conflict of Interest (CoI)
- Sign Non-Disclosure Statement and abide by that
- Document all the meeting and decisions made
- Free from corrupt practices

#### **Conflict of Interest (COI) and Non-Disclosure Statement (NDS)**

It is vital that ISD staff and procurement committee maintains ethics and standards. Therefore, COI and a NDS statement should be signed by the procurement committee member/staff before he/she sit in the procurement committee.

#### **[Annex III - Conflict of Interest \(COI\) and Non-Disclosure Statement \(NDS\)](#)**

## **Instructions to Disclosure of Real or Potential Conflict of Interest and Non-Disclosure Statement**

- I. The objective of the Disclosure of Real or Potential Conflict of Interest and Non-Disclosure Statement is to make sure the procurement committee members/evaluators disclose if they have any real or potential conflict of interest of the vendor/organization that is to be evaluated and to get a certification from them ensuring not to divulge any information about the vendor or the procurement process.
- II. If the proposed members have a conflict of interest, they should take leave from participating in the evaluation. The names of the vendors/organizations that are to be evaluated are named in the top part of this form so they could decide whether they have a conflict of interest or not.
- III. This form should be sent to the committee members before they see the technical proposal and cost proposal/quotation.
- IV. Once they signed this form stating that they do not have a conflict of interest, procurement officer may send the proposal/quotations for evaluation to all members.
- V. While the members are performing the evaluation, if they found out that a conflict of interest arose due to a new development, such member should inform the head of the procurement committee and leave the process.
- VI. If by any chance the member has divulge any information, it should be brought to the notice of the head of procurement committee. The head shall take necessary steps after looking at the significance of divulged information.
- VII. Any unauthorized release of information would terminate the participation of such procurement committee member from the evaluation process.
- VIII. Committee members should understand that noncompliance with the above may result in compromising the ultimate selection of a vendor/organization.

### **3.5 Evaluation of Quotations/Proposals and selection of Vendor**

When evaluating quotations ISD shall select the vendor who is most advantageous to ISD. When there is solicitation document, ISD shall evaluate as per the evaluation criteria provided in the solicitation document.

ISD shall use a bid matrix in this regard to assess against evaluation criteria and justify the final selection of vendor.

The two most common criteria used for evaluation of offers are **Lowest Price Technically Acceptable (LPTA)** and **Best Value**.

### **Lowest Price Technically Acceptable (LPTA)**

Once a proposal has been deemed technically acceptable by the evaluator(s), then it goes into a group with any other bids that are also technically acceptable, and the lowest cost of that group wins the competition. This doesn't have to be the best technical proposal – if the proposal is technically acceptable, it passes to the next review, which is cost.

### **Best Value**

Best Value simply means that the combined proposal of approach, personnel, capabilities, experience and cost are determined to be the best value to the need. It could be the lowest price bid or the highest price bid, but price is not the overall factor, simply one part. Each piece (technical approach, personnel, etc.) are typically given a percentage of the total score.

## [Annex IV – BID / Quotation Analysis](#)

### **Preferred Vendors**

ISD may use preferred vendors for their repetitive procurements as the competition becomes meaningless when you request for quotes again and again for the same items/services. At a point vendor themselves will stop responding to RFQs when they are not being selected.

The process is as follows.

- Identify items or services that will be procured repeatedly
- Determine the period you want to engage a vendor for supplies/items or services (max one year)
- Establish Evaluation Criteria
- Conduct procurement process through full and open competition
- Evaluate
- Select
- Engage with a contract with vendor (for one year or less)

### **Non-Competitive Source Selection**

ISD shall justify the Non-competitive source selection in following circumstances,

- Item is only available from a single source
- Urgent need or emergency situation
- After solicitation of a number of sources, competition is determined inadequate
- Donor approves a non-competitive procurement in response to ISD's written request

## **Procurement Compliance**

### **a. Donor Rules**

The ISD staff should be familiar with the donor rules relating to logistics in all stages in the project cycle, including planning, implementation and evaluation, and should ensure that ISD contractual obligations to the donor are met. Among other procedures, the Finance officer of the project and Finance Manager should check if the donor has any specific rules regarding procurement thresholds and procedures, equipment, reporting, nationality, travel, origin, etc.

### **b. Derogations and Waivers**

Both derogation and waiver are highly exceptional and must at all times be justified on a sound analysis of the situation. “Insufficient time to request sufficient quotes” is not a justifiable reason for a derogation, but a mere example of poor procurement planning, instead

### **c. Waive Off (or Derogation)**

A waive off / derogation is the full or partial waiver or cancellation of required procurement procedure (and this is done on exceptional basis), granted on the basis of justifiable circumstance that makes it impossible for the normal prescribed procurement procedure to be applied. Whether such circumstances are foreseen or are abrupt, whether the procurement relates to ISD own funding or donor resources, a derogation request mandatory and must be approved, in line with Authorization Matrix, to prove that exception to a specific procurement rule has been granted. This waiver shall also be approved by the relevant donor if require.

## **Annex V - Source and Nationality Requirements**

### **3.6 Entering in to contract with a vendor**

Once the vendor selection is made, to ensure performance and monitor ISD may enter into a contract with the vendor. Type of contracts will be Purchase Orders, Service Orders, Service Agreements and Consultancy Agreements.

#### **Annex V1 - Purchase Orders**

##### **Purchase of goods or services**

ISD shall obtain an invoice or a pro-forma invoice for the supply of goods or services.

##### **Making payment to the vendor**

Procurement team shall submit the invoice to the finance division for payment. Before making the payment, finance team should ensure that:

- Goods or services was delivered or as per the agreement will be delivered
- Invoices are matching with quotes and agreement/contract
- Goods are in par with standards put in the quotation or agreement and can be used

- Purchase Order/Agreement deliverables was made on time
- Proper approvals are in place
- Suspension, Debarment and Excluded Party checked for vendors for USAID financed programs

### **Suspension, Debarment and Excluded Party checked**

In compliance with the U.S. government requirement: “Preventing Terrorist Financing – Implementation of Executive Order 13224”, it is the responsibility of IESC to ensure all recipients of USDA funds, including staff, sub-recipients, consultants, volunteers, and vendors under this award are checked against the lists related to suspension, debarment and excluded parties list in **Suspension, Debarment and Excluded Parties**.

- System for Award Management at <https://sam.gov/SAM/>
- “Specially Designated nationals and Blocked Persons” at <http://sdnsearch.ofac.treas.gov>
- United Nations Security designation list at: [https://www.un.org/sc/suborg/en/sanctions/1267/aq\\_sanctions\\_list](https://www.un.org/sc/suborg/en/sanctions/1267/aq_sanctions_list)

### **Annex VII – Anti Terrorist Verification**

### **Annex VIII – Source Nationality Verification**

## **3.7 Document list for procurement actions**

ISD shall maintain proper paper trail of procurement actions. As a minimum following documents to be filed in the procurement file for all procurement actions.

Direct purchases – small value items up to LKR 50,000.00

- Requisition Form
- Debarment/terrorist checks
- Invoice
- Payment evidence
- Evidence of contract completion/deliverables/GRN if applicable

Direct purchases - Up to LKR 125,000.00

- Requisition Form
- One quote
- Evidence to establish market prices
- Debarment/terrorist checks
- Contract / PO / SO
- Invoice
- Payment evidence

- Evidence of contract completion/deliverables/GRN

### **Small Purchases**

- Requisition Form
- Three quotes
- Bid Matrix
- Debarment/terrorist checks
- Contract
- Invoice
- Payment evidence
- Evidence of contract completion/deliverables/GRN

### **Formal Methods**

- Requisition Form
- Soliciting document and evidence of competition
- Three quotes/proposals
- Evaluations and minutes of Procurement Committee meetings
- Negotiations
- Bid matrix
- Debarment/terrorist checks
- Contract
- Invoice
- Payment evidence
- Evidence of contract completion/deliverables/GRN

## **4. Travel policy**

The ISD full-time employees may be required to travel away from their posts on assignment for official business and incur cost related to domestic and, under exceptional circumstances, international travel. Authorized travelers on the ISD are entitled to a per diem payment to cover meals and incidental expenses (M&IE),

### **4.1 M&IE allowance / Per diem**

The M&IE allowance covers daily meals, plus other incidental personal subsistence related costs typically incurred while traveling. Meals are defined as breakfast (20%), lunch (35%), and dinner (35%). Incidental (10%) expenses include tips to porters, laundry, transportation between places of lodging or business and places where personal meals are taken, and personal telephone calls. No receipts are required in order to receive an M&IE allowance. The staff not eligible to receive M&IE allowance, if meals covered by the program.

The daily M&IE rate for overnight travel in different city will be LKR 3,500.00 Per Diem payments will be made for temporary duty travel when the travel period is more than eight hours for a trip of eighty kilometer or more and when an overnight lodging is required.

Only 75% of M&IE is permissible on the day of travel from or to the duty station. Further guidelines are given below:

When Travel is	Your Allowance (M&IE) is
Day of departure	75 percent of the M&IE rate
Full day in field	100 percent of the M&IE rate
Day of return	75 percent of the M&IE rate

The actual cost will be reimbursed based on the project below the maximum of LKR 3500/=

## **4.2 Lodging**

The Finance officer or Finance Manager and designates will arrange and pay directly for all overnight lodging during official domestic travel. Any other lodging preferences arranged by the person must be pre-approved in writing by the Executive Director, who will ensure travelers' safety, security, and compliance. In such cases, lodging expenses or subsidy in lieu of approved lodging arrangements will not be reimbursed under any circumstances.

Above and beyond per diem, the following contract-related expenses can be itemized and submitted for reimbursement when supported by an original receipt:

- Local transportation (taxis)
- Parking and/or Express Way Tolls
- Excess baggage (for project materials only)
- Car rental and fuel (if pre-authorized by the Finance Manager)
- Work related phone calls / faxes / internet
- Photocopying / printing

## **Road Travel**

The Logistic officer will arrange for a rental car for any road travel, no personal arrangement is preferred in case of road travel. If the traveler considers public transport to be more convenient, he/she may arrange for that. If any traveler were to arrange his/her road travel in this manner, the traveler must submit receipts associated with public transport. If traveler unable to submit the receipts the line manager should approved with proper justification.

## **Travel Advances**

Travel advances can be provided to the ISD traveler two to three days prior to departure for per diem (meals/incidentals and lodging) and/or a project advance for project costs (such as paying for conference costs while on travel status). Travel advances are reconciled through an individual travel expense report, as the individual traveler takes responsibility for the monies advanced to him or her.



The Finance Officer or designee will review the worksheets and make a realistic assessment of estimated travel expenses, if not covered directly by the ISD Program, M&IE rates based on the location and number of travel days, as well as toll and transportation fees.

Estimated costs of travel will be included on the travel approval request email and when a travel advance is required, a travel advance form must be approved by the Executive Director and Finance Manager. Travel advances up to 75% of the total estimated per diem can be paid. No additional travel advances will be issued to Travelers until their previous advances are cleared in full.

### **Travel Claim Forms**

Travelers will submit a travel claim form to his/her immediate supervisor within three (3) workdays after completion of the trip. Travelers are responsible for preparing their own expense reports, signing, and dating them upon submission. They are also responsible for providing receipts to support their expenses (M&IE and lodging excluded). The travel claim form must include the amount of any travel advance received, which should be deducted from the amount of reimbursement claimed (if any). A trip report must be furnished, along with the travel claim form to the supervisor, who will review and sign this document.

### **4.3 Travel Approval Process**

- I. The traveler requests travel approval by email. The email must state the trips' purpose, the dates of travel, the location(s) to be visited, the estimated cost of the travel, and names/titles of any persons that the traveler expects to meet or organization/s that he/she expects to visit.
- II. The travel request must be approved in email by the traveler's immediate supervisor. The approval must be obtained prior to confirming any travel reservations.
- III. If a travel advance is requested, the Finance officer or designee will process it, along with the copy of the approved travel request email to prepare a disbursement voucher and issue a check in the name of traveler.
- IV. During the trip, the traveler must maintain all receipts for costs incurred (with the exception of M&IE) and report them on a travel claim form.
- V. Within five (5) business days of return from travel, the traveler should present his/her travel claim form to his/her immediate supervisor for approval.
- VI. Traveler will submit the travel expense form with supervisor approval, along with its supporting receipts and boarding pass or passes, where applicable, to the Finance Manager or designee for processing.
- VII. The Finance office or designee will review and settle the travel claim form.

### [Annex IX – Travel claim form](#)

### **4.4 Travel Reimbursement**

- All transport arrangements would be handled by the Manger Admin and Finance. (Refer Section 6. ISD Vehicles)
- ISD vehicles should be used to manage all official transport requirements as far as

- possible and therefore an additional allowance or reimbursement would not be given.
- In the event when other arrangements are made due to the unavailability of ISD vehicles, this cost would be paid by ISD at the actual rate.
  - In such circumstances, transport costs would be paid directly to the service provider where possible, or the employee should present a bill to claim reimbursement of such expenses.
  - In exceptional circumstances, an employee may be requested by the Management to use his or her personal vehicle to attend to official work of ISD. In such an event, ISD shall reimburse the cost of such travel, @ LKR. 120.00 per Km for Cars and Vans and LKR.30.00 per Km for Motorbikes.( The hiring of vehicle will be maintain in the local market rates.
  - In the event where professional and administrative staff are working overtime with the consent of the Management, then such employees would be entitled to claim transport cost after 6 pm and prior to 7 am.
  - In the event when Drivers are requested to report to work by 7.00 am and if they sign off after 8 pm, they can claim trishaw fair if there is no public transport available at the time and in the area.
  - ISD does not encourage night travelling. However, if the staff member wishes, he/she may do so at his or her own discretion, but the following day will not be considered for lieu leave.
  - Programme related transport costs should be certified by the line manager and approved both by the Programme and Administration and Finance managers.

#### **4.5 Vehicle usage**

- Requests for transport should be formally made using the Vehicle request form/e-mail.
- The request would be certified by the respective line managers and approved by the line manager. Upon approval this would be forwarded to the manager admin and finance.
- All ISD vehicles are to be used for official purposes only.
- At the end of each travel the vehicle should be brought to the ISD Office unless it is not possible due to an unavoidable situation. Approval to be obtained by the Manager, Admin and Finance..
- Any abuse, misuse, and discovery of using the transport for any purpose other than the one for which it was approved may result in disciplinary action and /or surcharge of the cost from the officer responsible.
- Staff members are not permitted to take any outsiders or family members on official transport without the prior authorization of the Line Manager and ED.
- The following should be followed by staff using public transport for official visits.
  - Use of public transport should solely be for official work.
  - Prior approval should be obtained from the Line Manager.

## **Drivers of Motor vehicles**

- Driver must have a driver's license valid in Sri Lanka and appropriate for the class of vehicle driven and have a clear driving record with sufficient driving experience.
- Eligibility shall be immediately suspended for a driver who is charged with any motor vehicle violation for which a penalty is possible while driving a ISD vehicle.
- The driver could know the service, type of repair needed, condition of tires, batteries etc. And the fuel condition, so he could attend to all these in order to maintain the vehicles.
- Authorized drivers who are assigned a vehicle share responsibility for assuring that their assigned vehicle is properly maintained.
- The Manager Administration shall discuss the maintenance requirements, procedure, and the driver's specific responsibilities for maintenance with authorized drivers assigned a vehicle.

## **Vehicle Log Sheets**

- The vehicle log sheets should be in the custody of the drivers who are assigned to drive the particular vehicle.
- All drivers should complete the log sheets on a daily basis – one log sheet for each day.
- The numbered meter reading should be accurately carried forward to the next day's log sheet which is serially numbered.
- The four – wheel vehicle log sheet should have provision for the Manager Administration to check and sign on a weekly basis.
- The motorbikes' log sheet must have provision by the dedicate officer in the projects.
- These log sheets will have information regards that particular vehicle and NOT the particular driver.
- Completed log sheets should be kept under lock and key in the custody of the Manager Administration for a period of 2 years.

## **[Annex X – Vehicle log sheet](#)**

## **Monthly Maintenance Chart for vehicles**

These should be maintained monthly by the driver and checked/signed by the Manager Administration.

## **Maintenance**

This should be checked by the driver of the vehicle with the help of the Manager Administration. They should ensure that regular servicing of vehicles is performed as per the guidelines. Methodical inspection of the vehicle and regular preventive maintenance will

prevent unnecessary/unexpected breakdowns. The remarks section of the monthly maintenance chart should indicate any major repairs performed during the month including replacement of parts. It should also indicate any accidents which may have occurred. By tracking repairs, maintenance, oil consumption and fuel consumption it would be possible to identify the optimum life span of the vehicle and possible need to dispose of it in a timely manner.

### **Security of Motor Vehicle**

The drivers of a ISD vehicle will take every precaution to ensure the safety of the vehicle and its contents. The driver shall lock the vehicle and handover the keys to the Manager Administration after their daily duties are completed. Authorized drivers of ISD vehicles are personally responsible for the vehicles operated by them.

## **5. Asset Management**

### **Annex XI - Non-Expendable Property (NXP) Relevant to USAID**

#### **Expendable Property**

Expendable Property / Assets defined as monetary value more than LKR 25,000.00 and greater than one year usage consider as fixed assets/inventory. An inventory register shall be maintained under the supervision of Finance Manager. Purchases/write-off of capital assets shall be with the approval of Management Committee/Executive Committee.

The ISD's standard procurement procedures should be followed for procurement of Fixed Assets as well.

### **5.1 Fixed Asset Register**

If value of each asset is less than LKR 25,000.00, the said item should not be capitalized but should maintain a separate disposable inventory register for those items.

A Fixed Asset Register should be maintained and shall indicate:

- Assets code
- Date of Purchase
- Cheque Number and Bank
- Voucher Number
- Supplier Details
- Description of Item Purchased
- Value of the Asset
- Depreciation Rate
- Amount of Depreciation
- Date of Disposal
- Sale Price of Disposal
- Source of funding

Regard to the depreciation policy, guidelines of SLAS 18 should follow. Maintenance and Security of Fixed asset is the sole responsibility of Manager Admin and Finance.

All Fixed Assets should be insured against fire. Any movable items should be insured against burglary. All motor vehicles should be fully insured.

#### **Annex XII – Fixed Asset registry**

### **5.2 Asset/Inventory Disposals**

Disposals of Capital Assets shall also be with the approval of the Board of Directors. A document called “Authority to dispose of a Fixed Asset” should be prepared & submitted to the Management Committee for the recommendation of the board and following details should be included.

- Reason for disposal
- Method of disposal
- Date
- Description
- Item code- Years in Use
- Reason for Disposal
- Requested by
- Approved by
- Authorized by

Fixed Assets which are not in a condition to be sold should also be approved by the Management Committee for write off as scrap. A document “Authorization to write off a Fixed Asset as a Scrap” should be prepared and should include following details.

- Description
- Item Code
- Years in Use
- Reason for Scrap
- Requested by
- Approved by
- Authorized by

All disposals must be updated in the Fixed Asset Register immediately and supportive documents to be documented with respect validation.

### **Consumables**

Consumable shall be maintained for consumable stores and a bin card/register should include the following information.

- Description of item
- Balance Quantity b/f
- Purchased Quantity and the date
- Total Quantity
- Issued Quantity and the date

- Balance Quantity

## **6. Insurance**

ISD will provide health insurance coverage that meets the minimum requirements as outlined by the applicable laws and regulations. The coverage provided will include medical, dental, vision, and prescription drug benefits.

### **Personal – Health insurance**

The ISD is engaged to establish personal health insurance facility for Fixed and Service contract staffs for their emergency recover during the contract period with the ISD. This insurance facility will be provide based on the fund availability under donor projects. This insurance policy is only for contract period of the staff and the insurance agreement will annually be updated through annual payments. Also, this insurance facility will not contribute for individual policies of the insurance.

1. Identify the types of health insurance benefits to offer: ISD will decide what types of health insurance benefits to offer staff members, such as medical, dental, vision, or prescription drug coverage. Employers should consider what types of coverage best fit their staff's needs.
2. Choose a health insurance provider: ISD will compare health insurance providers to determine the best fit for their needs. Factors such as cost, coverage, customer service, and the provider's reputation should be taken into consideration.

### **Property – Office, equipment,**

1. The ISD shall take all necessary steps to ensure that all of its properties are adequately insured against damage or loss caused by fire, theft, vandalism, flood, earthquake, and other natural or man-made disasters.
2. The ISD shall review the scope of its property insurance coverage annually, ensuring coverage is sufficient to protect all of its properties, as well as its equipment, inventory, and other assets.
3. The ISD shall ensure that all employees are aware of the property insurance policy, its terms and conditions, and their responsibilities in case of a claim.
4. The ISD shall review the policy provisions, limits, and deductibles annually, to ensure that the coverage matches the organization's ever-evolving needs.
5. The ISD shall take necessary steps to keep the insurance policy up-to-date, by notifying the insurance provider of any changes to the property or its use.

## 7. Annexes

### Annex I - Purchase Requisition Form

**Institute of Social Development**

No: 246/4, Ranawana Road,  
Katugastota.

**SUPPLY REQUEST**

**USAID - CCCDG Project**

<b>SR No:</b>	SR/...../2022/.....	<b>Project Budget Code:</b>		<b>Deliver items to:</b>	
<b>Location:</b>		<b>Date Required:</b>		<b>Currency:</b>	LKR

No	Description (Details specification including dimensions/ Make /model/ Part Number and any other requirement)	Quantity	Unit (e.g. Nos/ box of 10)	Budget line	Estimated Unit cost	Estimated line total

### Annex II - Request for Quotation (RFQ)



**INSTITUTE OF SOCIAL DEVELOPMENT**

No: 246/4, Ranawana Road, Katugastota. 0812 071 288/89

**REQUEST FOR QUOTATION – RFQ No - .....**

<b>Name of Supplier</b>		<b>DELIVER TO:</b>	Institute of Social Development
Point of Contact:		Point of Contact:	
Address:		Address:	No: 246/4, Ranawana Road, Katugas
Telephone:		Telephone:	0812 071 288/89
E-mail:		E-mail:	<a href="mailto:kandyisd@sltnet.lk">kandyisd@sltnet.lk</a>
		Issued Date	

Please provide a quotation for the item listed below. Please specify the validity of the quotation, sign or stamp it, and submit it to the Executive Director, ISD, No: 246/4, Ranawana Road, Katugastota before .....

Item	Unit	Description

**SPECIAL INSTRUCTIONS: -**

- *Please note any and all exclusions, exceptions and deviations from our specifications.*
- *Please outline and describe any additional economies not specified in this RFQ that would result in an improvement in the resulting bid.*
- *All conditions affecting price, delivery or terms of payment must be quoted in this bid.*
- *Payment will be made after successful delivery and submitting invoice of items.*
- *Please note the quotation title must be the RFQ number mentioned above.*

**Requested by:**

.....  
 .....

**Annex III - Conflict of Interest (COI) and Non-Disclosure Statement (NDS)**

**Section 1: Preamble/ Introduction**

This Conflict-of-Interest Policy is designed to help board of directors, the executive director and the management, employees and volunteers of the of Institute of Social Development here in after referred to as ISD identify situations that present potential conflicts of interest and to provide with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in ISD operations.

**Section 2: Aim**

This policy intends to avoid conflicts and potential conflicts of interest between the institute and those connected to the institute and that the interest of the ISD supersedes all other interests.



### Section 3: Scope

For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:

- a. A director, management, employee or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with ISD for goods or services.
- b. The directors, management, employee or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between ISD and an entity in which the foregoing is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
- c. A director, employee or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with ISD.

Other situations which may create the *appearance of a conflict*, or present a *duality of interests* in connection with a person who has influence over the activities or finances of the institute should be disclosed to the management as appropriate, and a decision made as to what course of action should be taken so that the best interests of the institute are not compromised by the personal interests of stakeholders.

The type of conflict addressed by the policy include but not limited to,

- Situations where there may be a “material financial interest”
- Personal benefit
- Private interest
- Personal financial, professional or political gain

#### **Gifts, Gratuities and Entertainment.**

Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of ISD.

## **The purpose of this policy conflict of interest**

### **Section 1: Definitions**

For the purpose of this policy conflict of interest is defined as “A situation in which an individual’s financial, professional or other personal considerations may directly or indirectly affect, or have the appearance of affecting, his or her professional judgment and in conflicting situation with the interests of the institute.

This shall further be elaborated as “a situation where a person has a responsibility of promoting an interest but has another competing interest at the same time. When the competing interest is exercised over the fiduciary interest, the situation is termed as Conflict of interest.

In simple terms when an interested person is involved in decision making, it is termed as conflict of interest.

### **Section 2: Procedures**

This section covers the way in which ISD will address a conflict or potential conflict of interest situations.

**Sub-section A.** It is everyone’s **duty to disclose** a potential conflict by the interested person. This shall require disclose of “material facts” as well as “none material facts” of an interest.

**Sub-section B.** The process for **determining whether a conflict exists** shall be through presentation by the interested party to the management of the facts and potential conflict situation. The interested person then is required to leave the conversation, while the deciding body continues to discuss the situation and decide on future actions of the same. However, the identified financial interest or potential other interests are not necessarily a conflict of interest until determined as such by the board of directors.

**Sub-section C.** Particular questions and specific actions may be necessary to determine whether an actual conflict, harmful to the organization exists. These questions or actions may include:

- An investigation into alternatives to the proposed transaction by a disinterested person
- Deciding whether the organization can obtain a more advantageous transaction with reasonable effort from someone without a conflict of interest
- A discussion and decision whether the transaction is in the best interest of the organization and whether the transaction is fair and reasonable to the organization.

After this discussion and due diligence by the management or committee, disinterested members will decide on whether a conflict exists against the best interests of the organization.

### Section 3: Records of Proceedings

The written records of the above outlined procedures, persons involved, and decision taken is a mandatory part of policy implementation. The records/ minutes or the concluding remarks shall be used in staff performance appraisal and other future management decisions.

### Section 4: Violations

In situations where the general procedure outlined above is not followed and **violations of the conflict-of-interest policy are found** on a reasonable belief that someone may have a conflict of interest, the director will inform that person of the same and give the opportunity to present the situation and failure to bring the potential conflict forward earlier. If the management and the board of directors are not satisfied with the person's explanation, appropriate disciplinary action shall be taken.

### Section 5: Review and amendments to the policy

The policy shall be reviewed annually by the senior management and submit recommendation for the board of directors whom shall review and endorse the policy in a director board meeting.

### Section 6: Declaration

All current and future staff of ISD are subjected to this policy and required to acknowledge the same by signing a copy of this policy upon their contract renewal or duty assumptions.

This shall also be done annually by signing a statement which affirms staff

- Has received a copy of the conflicts of interest policy
- Has read and understands the policy
- Has agreed to comply with the policy

## 7.7 Discrimination

Discriminatory practices on the basis of sex, race, national origin, colour or religion are not permitted. Employees dealing with colleagues and the general public should exercise particular care to avoid any instance or impression of discrimination. Discriminatory practices or actions may be a cause for disciplinary action.

## 7.8 Harassment at the Work Place

ISD is committed to ensuring a healthy work environment free of harassment, an environment that supports productivity and personal goals, and the dignity and self-esteem of every staff, consultant and independent contractor. To accomplish this, we must

respect the rights of others and have a common understanding of acceptable and unacceptable behavior.

Harassment is any improper behavior directed to anyone that he finds offensive, and which that person knows or ought to reasonably have known would be unwelcome. It can be a remark or a gesture that demeans, belittles or causes personal humiliation or embarrassment. It can come from a colleague, a supervisor or a subordinate.

Harassment can take the form of discrimination, or abuse of authority. It can also be sexual in nature. Whatever its form, it is a disruptive element that can undermine the well-being and job performance of any staff, consultant and independent contractor and the productivity of the organization

### **7.9 How can you prevent harassment and/or discrimination?**

- Think before you speak or act. While some comments and behavior are obviously degrading, embarrassing or insulting, others are not so clearly offensive.
- If you are not sure whether something you do or say could offend someone, ask that person.
- Watch body language to see how others react to your behavior even when you mean no harm.
- If the person you are speaking to is uncomfortable or embarrassed, try apologizing and changing your behavior towards that person.
- If you see inappropriate behavior, speak to the person responsible, in private, and encourage that person to take appropriate steps to stop the problem.
- What do you do if you feel you are being harassed and/or discriminated against?
- Staff, consultants and independent contractors are encouraged to make an effort to resolve conflicts and prevent harassment and/or discrimination themselves before they escalate into more difficult situations. Here are some guidelines:
  - If possible, make your disapproval or unease known to the individual immediately.

- Write a letter describing clearly and in detail the behavior you want stopped.
- If personal contact has no effect, or if you don't want to voice your concerns to that individual, seek outside advice as soon as possible.
- Keep a written record of dates, times, the nature of the behavior and witnesses, if any
- Consult the Executive Director on harassment and/or discrimination.
- If a conflict cannot be resolved, you may file a formal written complaint.

## **7.10 Disciplinary Actions**

All employees are subjected to disciplinary action, as warranted. Depending upon the seriousness of the offence, such action may be in the form of an oral or written reprimand, suspension from duty without pay, or discharge. It should be noted that while repetitions of the same type of minor misconduct by an employee typically result in management taking progressively more severe action, beginning with an oral reprimand for the first offence, more serious breaches of conduct may warrant a suspension or discharge, even when it is a first incident.

Reasons for disciplinary action include, but are not limited to the following:

- Deliberate false statements, misrepresentations or fraud
- Insubordination
- Failure to comply with written or verbal rules, regulations, or instructions;
- Any act of misconduct involving moral turpitude
- Negligence in the performance of duties
- Breach of security
- Repeated unexcused lateness or absence
- Breach of confidentiality
- Violation of standards of conduct or conflict of interest guidelines
- Neglect or unauthorized use of vehicles, equipment, appliance, material or property.
- Theft
- Bribery or Corruption
- Abuse of Power
- Conviction by a Court of Law
- Any act which brings disrepute to ISD

### 7.11 Termination

Either party may terminate the contract of employment by giving the other party one months' notice in writing unless stated otherwise in the employment contract.

The employment contract may also be terminated if the funding of the project is terminated by the project authority or where it is proved to the satisfaction of ISD Executive Director that the employee is unable to perform any or all of the services under the contract due lack of competence.

Any gross misconduct, gross negligence, abandonment of assignment, unsatisfactory performance of the Terms of Reference or non-compliance with any of the terms and conditions of this contract by the employee, shall constitute grounds for immediate termination or suspension of his/her contract by the Executive Director in consultation with the Board of Directors. In such a case, all payments to the Employee shall cease as of the date of termination or suspension.

### 7.12 Grievances

If an employee is aggrieved on a matter affecting terms and conditions of employment, the complaint should be discussed with the Head of the Unit. If, as a result, of this discussion, the complaint is not dealt with to the employee's satisfaction, the employee must discuss it with the ISD Executive Director and may present a formal grievance.

#### Disclosure of Real or Potential Conflict of Interest and Non-Disclosure Statement

<b>Name of Evaluator, Title, and Organization</b>	
<b>Evaluation Position</b>	<input type="checkbox"/> Head of Procurement Committee <input checked="" type="checkbox"/> Member of Procurement Committee
<b>Evaluation Award Number (RFQ, RFP, contract or other instrument) and Nature of Evaluation</b>	
<b>Names and addresses of the organizations/Vendors being evaluated</b>	

**Real or Potential Conflict of Interest exist if,**

1. I have a close family member who is an employee/director/owner of the potential vendor that is being evaluated
2. I have a financial interest that is direct or is significant though indirect in the vendor. (A financial interest is an ownership stake in an equity security or debt security issued by an entity, including the rights and obligations to acquire such an interest)
3. I have current or previous experience with the vendor. This includes contributing to design/develop the proposals/quotations for this procurement.
4. I have current or previous work experience with the vendor in the capacity of an employee/director/owner or currently seeking employment with the vendor.
5. I have current or previous work experience with an industry competitor of the potential vendor.
6. I have preconceived ideas towards the potential vendors that could bias the evaluation.
7. Any other real or potential conflict of interest that the evaluator may think (please state).

I have gone through the above factors to determine if I have a real or potential conflicts of interest to disclose with regard to the above organizations.	<b>I have a conflict of Interest</b>
	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
	If yes, please mention the reason here.

I certify (1) that I have completed this disclosure form fully and to the best of my ability and (2) that I will update this disclosure form promptly if relevant circumstances change.

If I gain access to proprietary information of other companies, then I agree to protect their information from unauthorized use or disclosure for as long as it remains proprietary and refrain from using the information for any purpose other than that for which it was furnished. I further certify that I will not discuss with, or reveal to, any representative of any business organization or other entity, or any individual person (except persons specifically assigned to my specific application evaluation group) either within or outside the Project Team, any aspects of the pending procurement selection. The term “any aspects of the pending procurement selection” includes, but is not limited to, information such as the identity of vendor, and identity of personnel involved, and the schedule of key technical events in the procurement selection process.

In the event I have released any of the subject procurement evaluation information covered hereby, I agree to advise the Head of Procurement Committee to which I am assigned as soon as practicable.

Date	
Signature	

## Annex IV – BID / Quotation Analysis

Institute of Social  
Development

Bid Analysis - .....

BID Analysis no: BIDA.....

Part 1: Bid Information							
Is the Vendor Technically Acceptable (provided all required documentation with quotation, provided commodities/services as requested, acceptable past performance, can provide warranty) as requested in the solicitation? (Yes or No)		Champa Stores (Pvt) Ltd No: 40, Dalada Veediya, Kandy		Data E net Computer Systems Pvt Ltd NO 264, Peradeniya Road, Kandy		Dinapala Private Limited, No 32, Cross Street, Kandy	
		Acceptable?		Acceptable?	Yes	Acceptable?	
Point of Contact (POC) Information for each Vendor		POC Name		POC Name		POC Name	
		POC Tel #		POC Tel #		POC Tel #	
		POC Email:	-	POC Email:	-	POC Email:	-
Did you speak with the vendor to confirm the authenticity of the bid and amount?		Yes		Yes		Yes	
Description of Items	Units needed	Unit Price	Total	Unit Price	Total	Unit Price	Total
All 3 suppliers Quoted for same brand and model							
Grand Total							
USD Total							

## Annex V - Source and Nationality Requirements

Particularly for USAID funded activities, ISD shall consider the source and nationality requirements. As per the cooperative agreement signed by and between USAID and ISD, geographic code is 937.



- If the contracting instrument states that the authorized geographic code for the program is 937, then ISD may procure commodities and services from.
- The United States
- The recipient Country (i.e., Sri Lanka)
- **Developing Countries** other than **advanced developed countries** (see the list of **developing countries** [310maa.pdf \(usaid.gov\)](#))
- Excludes developed countries
- Excluding any country that is a prohibited source (Currently there is no prohibited source country)
- Do not purchase from sanctioned countries

### **Determining Nationality of suppliers of commodities and services**

- If the supplier is an Individual - be a citizen or lawful permanent resident of a country of authorized geographic code.
- If the supplier is an organization.
  - Be incorporated or legally organized under the laws of a country in Code 937
  - Must be operating as a going concern in a country in Code 937 **and either**
  - Be managed by a governing body, the majority of whom are citizens or lawful permanent residents of countries in Code 937 **or**
  - Employ citizens or lawful permanent residents of a country in Code 937, in more than half its permanent full-time positions and more than half of its principal management positions

(22CFR 228.12)

### **Determining Source of commodities and services**

- Country from which a commodity is shipped to the cooperating/recipient country **or**
- The cooperating/recipient country itself if the commodity is located therein at the time of the purchase irrespective of the place of manufacture or production, unless it is a prohibited source country
- If a commodity is shipped from free port or bonded warehouse, “Source” means the country from which the commodity was shipped to free port or bonded warehouse.

Refer ADS chapter 310 for more information at [ADS Chapter 310 - Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID](#)

### **Ineligible Commodities**

ISD shall not procure the following commodities and items.

- Military Equipment and explosive items
- Commodities and Services for Support of Police and Other Law Enforcement Activities.
- Abortion Equipment and Services.

- Luxury Goods - Luxury goods include such commodities as alcoholic beverages and equipment for their production and use, equipment and supplies for gambling facilities, certain recreational supplies and equipment, jewelry, stamps, coins, furs, and the more expensive textiles.
- Gambling Equipment

ISD shall not procure the following commodities under a USAID funded program.

- Military Equipment.
- Surveillance Equipment – includes microphones, transmitters, listening devices, and recording devices of micro miniature nature. In certain instances, these might have non-surveillance purpose. In such instances, it is the legitimacy of the purpose rather than the specific characteristics of the commodity that determines eligibility.
- Commodities and Services for Support of Police and Other Law Enforcement Activities.
- Abortion Equipment and Services.
- Luxury Goods - Luxury goods include such commodities as alcoholic beverages and equipment for their production and use, equipment and supplies for gambling facilities, certain recreational supplies and equipment, jewelry, stamps, coins, furs, and the more expensive textiles.
- Gambling Equipment
- Weather Modification Equipment.

### **Restricted Commodities**

The following commodities can be procured only by obtaining a **waiver** from USAID.

- **Agricultural Commodities**
- **Motor Vehicles** – when purchasing or long-term lease of non-US manufactured vehicles. Long-term means 180 days or more (can be repetitive or intermittent where cumulative days comes to 180 days within a calendar year).
- Blanket Waiver for Right-Hand Drive (RHD) Motor Vehicles and Lightweight/Mediumweight Two-Wheel and Three-Wheel Motor Vehicles is currently available. This waiver applies to:
  - RHD motor vehicles, in circumstances where a Jeep Cherokee or Jeep Wrangler would not suit project needs or be locally serviceable; and
  - Lightweight and mediumweight (below 600 cubic centimeters (cc)) two-wheel and three-wheel motor vehicles, in circumstances where a Rokon motorcycle would not suit project needs or be locally serviceable.
- Purchase of luxury vehicles is prohibited as it is a luxury good.
- “Motor vehicles must be manufactured in the United States to be eligible for USAID financing (22 U.S.C. 2396). Any vehicle to be financed by USAID under a long-term lease or where the sale is to be guaranteed by USAID must be manufactured in the United States. However, financing of transportation or driver services from an individual or commercial entity and not directly financing the purchase or lease of a vehicle, is subject

to the requirements at § 228.12. Financing transportation or driver services means: (1) The vehicle is independently owned or leased by the hired driver or company.

- (2) The vehicle will be maintained by the individual or commercial entity and driven only by the hired driver(s); and
- (3) The vehicle is not directly leased, either as a separate line item in the contract separate from the cost of the driver's services, or under a separate contract.” Refer above in 22 CFR 228.19(b)
- **Pharmaceuticals**
- **Contraceptives and Condoms**
- **Pesticides**
- **Used Equipment**
- **Fertilizer**

Refer ADS chapter 312 for information at [ADS Chapter 312 - Eligibility of Commodities \(usaid.gov\)](https://www.usaid.gov/ads/chapter-312-eligibility-of-commodities)

### **Procuring Covered Telecommunications Equipment**

- a. Definitions. As used in this clause—
  - Covered foreign country means The People’s Republic of China.
  - Covered telecommunications equipment or services means equipment produced or services provided by the following companies or their subsidiaries/affiliates: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company. Also included in this definition are telecommunications or video surveillance equipment or services produced or provided by an entity reasonably believed to be owned or controlled by, or otherwise connected to, the government of a covered foreign country.
- b. Prohibition. U.S. regulation prohibits procuring or obtaining or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. ISD is prohibited from purchasing any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception or waiver is provided by USAID.
- c. Reporting requirement. In the event that ISD identifies covered telecommunications equipment or services during grant implementation, at any time or by any other source, the organisation shall inform USAID within one business day from the date of such identification or notification and await further instruction.

## Annex VI - Purchase Orders

**Institute of Social Development  
Purchase Order**

Date: 411 PR No:

From: \_\_\_\_\_ Supplier: \_\_\_\_\_

Please deliver the under mentioned goods to us as per the instructions given below:

[illegible]

Prepared by:.....

Authorized by:.....

Signature:.....

Signature:.....

Date.....

Date:.....

## Anti-Terrorism/Exclusion Verification

**This verification must be completed and submitted for ALL individuals or organizations before ISD will enter into, modify or extend any agreement (individual AOU, Service Agreement, Employment Agreement, Subcontract, Grant, Teaming Agreement, etc.) made between ISD and any individual or organization receiving funds or potentially receiving funds.**

Please append to this document screen shots of each of the following website searches for this

(check one) ☐ **INDIVIDUAL** or ☐ **ORGANIZATION**

Name of Individual or Organization

ISD Project Billing Code

Printed name of Verifier

Date of Verification  
(mm/day/year)

Signature of Verifier

### 1. SAM.gov (EXCLUSIONS)

<https://www.sam.gov/portal/SAM/##11>

### 2. Specially Designated Nationals List

<http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>

### 3. United Nations Consolidated (Al-Qaida, etc.) List

(ensure you are checking the correct list – one is for individuals, the other is for organizations)  
Click “HTML”

<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>

## Annex VIII – Source Nationality Verification

### Source, Nationality, and Availability for Purchase

Offerors are required to submit information regarding the nationality of the firm for both commodities and services (Section A). In addition, for commodity solicitations, the Offeror is required to also provide Source information regarding the commodities required in the solicitation and confirm that they have the commodities available for sale at the time of purchase (Section B).

#### SECTION A: NATIONALITY OF OFFEROR

This is to certify that the Offeror of the services and/or commodities required in the solicitation is (check applicable box and enter name country which applies):

☐ A corporation or partnership organized under the laws of the country of \_\_\_\_\_

☐ A controlled foreign corporation of which more than 50% of the total combined voting power of all classes of stock is owned by United States shareholders; or

☐ A joint venture or unincorporated association consisting entirely of individuals, partnerships or corporations. If so, please describe the citizenship or legal status of the individuals, the legal status of the partnership or corporations, and the % voting power of the corporations:

\_\_\_\_\_

## SECTION B

### 1. SOURCE<sup>2</sup> (FOR COMMODITIES AND SHIPPING SERVICES ONLY)

By signing this form, the Offeror certifies that the SOURCE of the commodities or the shipping services to be provided under this solicitation is Sri Lanka

Note: If the commodities are available for immediate purchase, their source is the country in which the commodities are to be purchased. For example, if computers are available in a store in Indonesia for immediate purchase, the source of the commodities is Indonesian.

### 2. AVAILABILITY FOR PURCHASE OF COMMODITY

Are the commodities currently available in your store in the requested quantities for **immediate** purchase?

☐ YES    ☐ NO

#### AUTHORIZED COMPANY SIGNATORY

COMPANY	NAME	TITLE
SIGNATURE		DATE

## Annex IX – Travel claim form



## INSTITUTE OF SOCIAL DEVELOPMENT

### Field Travel Note

<sup>2</sup> Source means the country from which a commodity is shipped to the Offeror or the cooperating country if the commodity is located in that country at the time of the purchase.

## 1. General information

Project Name	Donor Agency	Project ID	Budget Cord

Name of the Traveler	Designation	NIC	Mobile

Traveled Date /s		Submitted Date	
Travel Location		Vehicle Number	
Type of Travel Mode		Driver Name & NIC	

Purpose of Travel	.
Type of Institution / locations planned to visit	
Type of action your involving during your visit	

Location		Official/ Personal	Departure		Arrival	
From	To		Date	Time	Date	Time

Facilities Provided	Status		Facilities Provided	Status	
Accommodation	Yes :-	No:-	Refreshment & Meals	Yes :-	No:-
Vehicle	Project:-	Hired:- Public:-	Traveled KMs		

## The below section to be filed within two days of back to office

### 2. To be filed by staff after back to office

Work completion (Did you completed your task as planned, Describe		<i>Activity Number – action plan</i>
Follow up actions (What are the actions to be followed)		
Remarks / recommendations / feed backs		

### 3. Actual travel Schedule – To be filed after back to office

Location		Official/ Personal	Departure		Arrival	
From	To		Date	Time	Date	Time
Kandy CCCDG Office						







## Annex XI - Non-Expendable Property (NXP)

Purchases of Non-Expendable Property under USAID contracts and cooperative agreements require the explicit approval of the Contracting Officer, which can be granted with an award, for individual purchases or for a project's Procurement Plan. For contracts, Non-Expendable Property is defined as:

Property, which is complete in itself, does not lose its identity or become a component part of another article when put into use; is durable, with an expected service life of two years or more; and which has a unit cost of more than \$5000.

## Annex XII – Fixed Asset registry

## Contents

### Inventory List Of ISD

Name	
Address	
Date of Inventory	
Category	

[illegible]