

Rastriya Dalit Network (RDN) Nepal

Procurement Policy

(Revised on 1 January, 2023)

1. Organizational Background:

Rastriya Dalit Network (RDN) Nepal is the national level Dalit organization working in the field of Dalit rights, land rights, Haliya rights, Kamaiya rights and Human Rights through community mobilization, capacity building and advocacy campaigns since the time of its establishment. It is working all over the country in 77 Districts. It has one Dalit activist in each district and 45 district chapters formed and functional. RDN Nepal is registered as a non-governmental organization in District Administration Office, Kailali and affiliated in Social Welfare Council in 2004. It organizes the General Assembly each year and election in each three years through democratic practice. It has regular audit and social audit from the very beginning.

RDN Nepal has been working on human rights and social justice to end impunity, deprivation through human rights based to development. It has been working together with issue based civil society organizations to enhance the capacity of Dalit representatives and Dalit activists. The aim of the Rastriya Dalit Network (RDN) Nepal is to contribute for the peace, justice and dignity through elimination of poverty, reduction of deprivation, discrimination and vulnerabilities of Dalits for access to land and natural resources as well as human rights. The slogan of the organization is to "**Another Nepal without Untouchability is possible, Let us Build it**" It has also strategy to build one Palika and one Dalit Activist in all over the country.

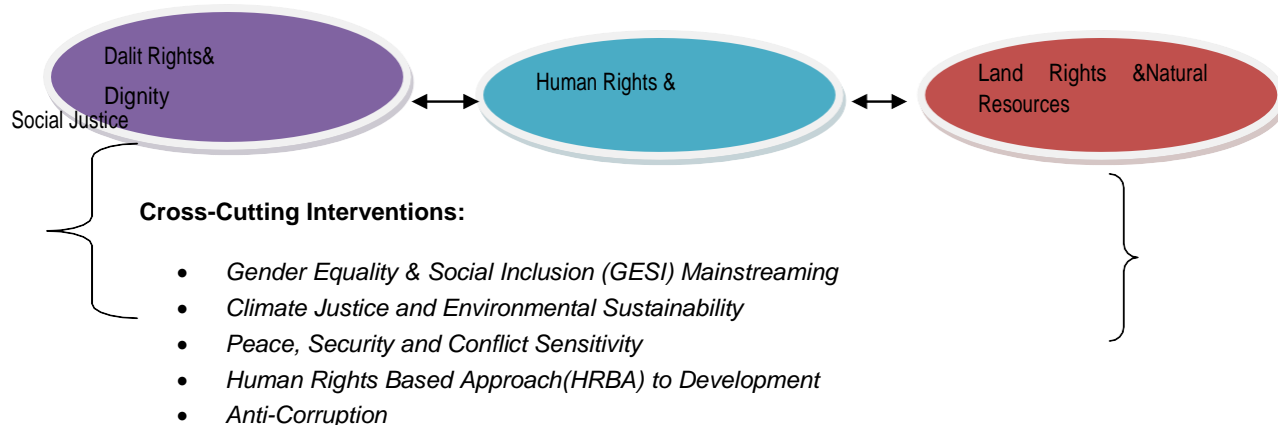
The issue-hand departments of RDN Nepal such as; **Dalit representative forum** which has been formed to influence the decision making process, **Dalit women council** advocates for the rights of Dalit women, **Dalit student network** is the union of Dalit students that works for the educational rights of Dalits. Similarly, **Madesi Dalit council** raises its concern for the socio-economic rights of Madesi Dalits. **Dalit Election Observation Committee (DEOC)** monitors the situation of election process like: before the election, during the election and after the election. **Haliya rights forum** is also issue-hand department of RDN which is continuously working for the rights and rehabilitation of freed Haliyas

- 1.1 **Vision:** A just society void of caste based un touch ability and discrimination as recognized by the universal principles.
- 1.2 **Mission:** To play a lead role in establishing a human rights-oriented resource centre for Dalit's identity, representation and access.
- 1.3 **Goal:** To influence in the decision making level for guarantying political, economic, social and cultural rights by way of elimination of caste based un touch ability and discrimination

1.4 Objective(s):

- To conduct evidence based advocacy campaigns for the effective implementation of the constitutional provisions of Nepal and other prevailing laws relating to Dalit Rights.
- To influence the laws in line with the treaties and agreements relating to human rights and elimination of all forms of discriminations and slavery to which Nepal is a party and other commitment and to implement them as a law pursuant to Nepal.
- To carry-out study, action research and organize meetings, conferences as well as mobilization of Dalits for their rights for symbolic alternative events, trainings, campaigns, and public awareness programs on different issues in relation to elimination of all kinds of discrimination and slavery.
- To perform other related functions to attain the goal and objectives of the organization respectively

1.5 Thematic Intervention:



2. Purpose

The purchase of goods and services is necessary for the smooth operation of the projects implemented by Rastriya Dalit Network (RDN) Nepal.

The aim of the internal control system for the supplying of goods and services is to ensure orders are handled by individuals having skills in evaluating what purchases are required from suppliers offering the best deals, to ensure purchases made do not exceed the budget provided and to ensure purchased goods and services conform with the quantity and price specified in the order.

3. Methodology

Rastriya Dalit Network (RDN) Nepal shall follow certain methods in purchasing goods, equipment and services required for the needs of the organization or its projects. Use of competitive bidding shall be a priority practice. The first criterion in choosing a supplier shall be the lowest bid. However, if a supplier does not provide the required level of service or an adequate guarantee, then other criteria shall also be considered. RDN Nepal shall specify in the purchase file the reasons the lowest bid was not chosen.

Methodology	Proposed Amount (NPR)	Main process
1 Quote or counter purchase	< 80,000	Can be purchased with single quotation from same vendor.
3 Quotation	80,001 – 5,00,000	Can be requested through email. and also, quotation can be received by email.
3 Sealed Quotation	5,00,001 – 15,00,000	Request quotation through email or in person delivery request letter. should obtain acknowledgement from vendor on copy of letter.
3 sealed Bids (Tender) announcement	>15,00,000	Published in National Newspaper

The purchase file shall contain all the documents pertaining to each transaction, i.e. the purchase requisition, quotations, contact information of suppliers purchase contracts or orders, invoices, delivery slips and any other pertinent documents.

4. Procurement Committee:

Rastriya Dalit Network (RDN) Nepal will form the Procurement Committee led by treasurer of the organization to carry-out the systematic procurement process. Project head and finance officer will be the team member of procurement committee. The roles and responsibilities of procurement committee will be out line das below;

Roles and Responsibilities of Procurement Committee:

- To inform the venders for submitting the quotation to be purchased the necessary materials
- To collect the quotation from venders at local markets
- To review the quotation through comparative chart
- To select the venders for purchasing the necessary materials

5. Purchases

Employees making purchases as part of the project activity or organizational work shall follow these mechanisms:

- ❖ **Requisition form**– The employee requesting a purchase fills this form, has it approved by the Executive Director and sends it to finance division.
- ❖ **Order form**– The finance division issues the order form, after it is signed by the Executive Director. The concerned employee or the finance division will make the purchase successful on the basis of the order form.
- ❖ **Delivery slip**– After the purchase has been made, a delivery slip will be issued by the finance division for the supplier, who will sign it and give it back to the finance division.

ApprovedBy: 

Name: Mr. Ganesh BKPosition:

National ChairpersonSignature: