2019

ASSOCIATION

THE KENYA SCOUTS

PROCUREMENT POLICY
Kansas Values

1. Professionalism
2. Transparency and Accountability
3. Integrity
4. Selflessness
5. God-Fearing

Principles expressed in the school's law and promise. Assisting them to establish a value system based upon spiritual, social, and personal development as a self-help, supportive, responsible, and committed person. Using a specific method that makes each individual the principal agent in one's process.

Involving the youth throughout their formative years in a non-formal educational process.

This is achieved by:
- Educating young people to play a constructive role in the society.

Kansas Mission

Creating a better world.
This policy, its implementation, thank you to all who worked hard to realize the development of
Procurement policy will prevail. I hereby assure you of my unreserved support in
It is expected that full commitment and compliance in the implementation of this
transparent, competitive and cost-effective.
and services, it should do so in accordance with a system that is fair, equitable,
Procurement. It should align with a single organ of public entity contracts for goods
Constitution of Kenya 2010 sets out the values, which are paramount in any
Public Procurement and Asset Disposal Act 2015 and the Public Procurement and
This policy seeks to give guidance, advice and operating instructions on all matters
commitment to do one's best to adhere to an ethical code of behavior.
that are expressed in the promise and law a voluntary personal
Commissioner, Kenya Scouts Association
VICTOR RABIDO
PROCUREMENT POLICY 2018

Commissioner, Kenya Scouts Association is the National Scouting Association of Kenya, Scouting

PREFACE
Public Procurement Oversight Authority

Terms of Reference
Procurement Officer
Stores Officer
Tender Committee
Payment Voucher

Public Procurement and Disposal Regulations
Procurement Unit
Procurement Entity
Local Service Order
Local Purchase Order
Inspection and Acceptance Committee
Headquarters

National SCOUR BOARD
National Executive Commissioner
Procurement Office
Head of Department/Division
Government of Kenya

Deliver Note

LIST OF ABBREVIATIONS AND ACRONYMS
works of services being procured

"User department" means the unit of a procuring entity that requisitions the goods,

indelibly tied to but not exceeding the value of those services;

"Service" means any object of procurement or disposal other than works and

grants and loans, put at the disposal of procuring entities by donors;

"Public money" includes monetary resources appropriated to procuring entities

qualified prior to invitation for tenders;

"Public goods" means the procedure to identify and shortlist tenders that shall be

government furniture, motor vehicles and stationery

enlisted across the board irrespective of type or category, and the items included in the "Common-user items" means goods, works of services that are usable by procuring entities or proprietary rights;

"Issues" means movable and immovable property, tangible and intangible,

which this act applies;

"Procurement entity" means a public entity making a procurement or asset disposal to

and a contractor (or contractors) resulting from a tendering procedure;

"Procurement contract" means an agreement concluded between the procuring

"Procurement means procurement by procuring entities using public funds;

advisory, planning and processing in the supply chain system;

"Procurement" means the acquisition by purchase, rental, lease.
PROCUREMENT POLICY 2018

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... steps to achieve one's full potentiality. Learn to assert oneself, make one's decision, set aims and identify the necessary responsibility of one's self, realization of one's right to develop, learn and grow.

Duty to self

Duty of one's fellow man and for the integrity of nature. Participation in the development of society with recognition and respect for the international peace, understanding and co-operation/integration. Loyalty to our country in harmony with the promotion of local, national, regional and international communities.

Duty to others

Acceptance of duties resulting therefrom.

Duty to God

Principles

(a) To contribute to the development of young people in achieving their full physical, intellectual, emotional, spiritual, social, and character potentials as individuals as members of their local, national, regional and international communities and a sense of duty, responsibility and a concern by the founders as stated below:

(b) The Kenya Scouts Association (KSA) is a registered member of the World Organization of the Scout Movement (WOSM), if a voluntary, non-political and educational movement for youth people open to all without distinction of origin, race, gender, creed or ethnic/tribal background. In accordance with the purpose, principles and needs of the movement for young people, it is open to all without any distinction of origin, race, gender, creed or ethnic/tribal background. Kenyan Scouting Association (KSA) is a registered member of the World Organization of the Scout Movement (WOSM).

PROPOSAL

Part One: Background & Introduction

Introduction

1.0 INTRODUCTION
1.2 POLICY INSTITUTION

The procurement policy is an attempt to streamline procurement activities in the public procurement reforms in Kenya have culminated in promulgation of the Public Procurement and Disposal Act 2015 and the Public Procurement and Disposal Regulations 2006 that provide a legal framework for regulating public procurement.

2.0 POLICY STATEMENT

Issues regarding the efficiency and effectiveness of the procurement function are not adequately covered by the Act and Regulations (PPOA). A Public Procurement Policy in KSA provides detailed guidance on General Public Procurement functions carried out by the Public Procurement Oversight Authority with oversight functions carried out by the Public Procurement Oversight Authority.

The procurement policy is an attempt to streamline procurement activities in the Public Procurement and Disposal Act 2015 and the Public Procurement and Disposal Regulations 2006 that provide a legal framework for regulating public procurement.

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The procurement, delivery and receiving processes:

1. Ensures full accountability through proper management and monitoring of the procurement, delivery and receiving processes.
2. The Procurement Act, 2016 and Regulations to ensure fair treatment of suppliers.
3. Increase integrity and public confidence: by adopting procedures that are in accordance with the Act and regulations to create a culture of integrity and transparency.
4. Ensure that processes are followed formal, written and in a manner consistent with the Act and regulations.
5. Methods where efficiency shall be achieved without hindering competition as defined in section 29 and Part VI of the Act, and the Adopt these principles that will achieve best practices and quality.
6. Enhance efficiency: by providing a choice of alternative procurement methods.
7. Enhance economy: by promoting competition among suppliers.
8. Guide the Procurement processes by providing guidelines on the procurement processes.

Objectives of the Procurement procedures as guided by the Act and Regulations.

4.0 OBJECTIVES OF THE POLICY

Kenya


1. This Policy Framework is subject to the Kenya Schools Association Revised Constitution of December 2016 and the KSA Act Cap 219 and the Laws of Kenya.

3.0 AUTHORITY/LEGAL FRAMEWORK

The Procurement process that should govern the procurement or all associations.

The systems and procedures that should govern the procurement of all associations are guided to policy and slightly different in this policy. The Kenya Schools Association has been incorporated in this policy. HODs of all schools.

This policy is prepared to address the specific procurement requirements of Kenya Schools Association.
7. Consistency
6. Commitment
5. Equity and Fairness
4. Accountability
3. Shared Goals
2. Integrity

1. Professionalism

GENERAL PRINCIPLES

6.0 Equipment

The disposal of unserviceable, obsolete or surplus stores, other assets and
receipt and acceptance of items procured;

1. Administration of the complete procurement cycle up to and including the
implementation;

II. Procurement Planning and its linkage to budgeting process and

Kenya Schools Association;

III. Institutional arrangements for provision of oversight functions within the

The Garcia and specific steps in procurement for Kenya Schools Association;

This policy covers:

For their procurements.

meant to be used by KSA, which is procuring entity as defined in the PPA, 2015
Goods, works and services in Kenya Schools Association. This procurement policy is
The policy shall be used in acquisition, receipt, storage, distribution and disposal of

5.0 SCOPE
HOW TO ORDER MATERIALS, EQUIPMENT AND SERVICES

The act of the Regulations carry out any other functions or duties as may be provided under

- Carry out periodic market surveys to inform the planning of orders.
- Maintain and archive documents and records of the procurement

The procurement unit shall not limit to:

1. Maintain and update annually a standing list of registered vendors
2. Prepare consolidated procurement and disposal plans

The Kenya Scouts Association considers the expediency of funds to be an important responsibility and requires all persons involved with the purchase of goods and services to exercise good judgement in spending KSh funds. KSA Procurement Policy is drawn and guided by the Public Procurement and Disposal of Surplus Stores and equipment by public entities to achieve the objective of surplus stores and equipment to the public. Procurement and the disposal of unserviceable equipment or surplus store is pursuant to section 12 of the Public Procurement and Disposal Act (PPADA 2013)
The complete Procurement Cycle shall include:

- Preparation of procurement specifications and initiation of the procurement process
- Preparation of procurement Plan
- Tender process documents
- Analysis of tenders
- Recommendation of bidders
- Contract Award
- Notification of Contract Award
- Negotiations (where applicable)
- Preparation and signing of Procurement Contract
- Contract Administration
- Receipt, inspection and acceptance of goods, works, services and consultant services.

The Kenya Scouts Association is responsible for carrying out all the procedures in place to properly manage each step of the complete Procurement Cycle and to ensure that there are effective management procedures.
PROCUREMENT POLICY 2018

Overview

2.7 PROCUREMENT PLANNING

Regulations on behalf of the organization are specified in the Act and the decisions on behalf of the organization shall be made with the approval of the relevant bodies as required under the Regulations for the purpose of making such decisions.

The organization shall establish procurement committee and such other committees as may be approved by the organization through an annual procurement plan.

The organization’s annual procurement plan shall be approved by the Board of the procurement and disposed of by the Chief Finance Officer (NCO) of the organization.

The Chief Finance Officer (NCO) shall be responsible for signing contracts for which the procurement and disposal procedures shall be followed in accordance with the rules and regulations set out in the first schedule. This will help in determining the procurement method.

The approval of authorities for all procurement methods shall be set out in the threshold matrix set out in public procurement of disposed regulations, the threshold matrix shall be undertaken in accordance with the threshold matrix set out in the first schedule.
4. The procurement method to be used shall be selected in accordance with the
procurement plan, and the expected delivery time will be stated in the
procurement schedule showing the various tasks involved in the
purchase of the equipment. The appropriate method for procurement will be selected
appropriate, and estimated costs.

3. In planning their procurement activities, the Pu shall take the following into
account:

   1. Each individual Pu shall prepare a procurement plan based on known or

   2. Work plan from which the contents of the procurement plan are to be derived

   3. A statement of financial and other resources required supported by a

   4. A schedule of procurement requirements in order of priority and
detailed breakdown of goods, works and services to be procured.

2. Proposed procurement requirements derived from Programme work plans

1. Effective of RDR 2006.

Information contained in the market research data bank and the threshold

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Information contained in the market research data bank and the threshold

Following alternative procurement methods as provided in the PPD Act and
Regulations: 2015 and included in the procurement plan, a procuring entity may use the
alternative procurement methods when open tendering is not feasible and justified under Part III of the PPD Act

7.2.2 ALTERNATIVE PROCUREMENT METHODS

allowing equivalent of what is referred to as a specific offer, unless it is unavoidable in which case there shall be a statement
in particular circumstances, names, brands, design, type, product or service provided or
case of technical specifications for equipment reference should not be made to
works the specifications shall include bills of quantities, designs and drawings. In
case of specified and thus allow for open competition among the candidates. In case of
projected and thus allow for open competition among the candidates. In case of
the KSAs when using the open tender method shall be subject to the procurement

AND MAXIMUM

subject to fulfilling the conditions provided. (REQUIRES A MINIMUM OF 14 DAYS
The minimum procurement method is open tendering as provided in the PPD Act 2015.
The details of how open tenders should be conducted are contained in section 7(1). The details of how open tenders should be conducted are contained

7.8.1 OPEN TENDER METHOD

methods are determined by the PPD Act 2015. Kenya schools association falls under Class C of public entities, and procurement
procurement entity may use a procurement procedure specially permitted by the purpose of this section.

7.8.6 SPECIA LLY PERMITTED PROCUREMENT PROCEDURE

that low-value procurement procedure as may be prescribed.
procured and less than or equal to the maximum value per financial year for 8. B. the estimated value of the goods, works or non-consultancy services being
procured is less than 10% of the estimated project value.

a. the entity is procuring low value items which are not procured on a regular or

7.8.5 PROCEDURE FOR LOW-VALUE PROCUREMENTS

intellectual nature.
procurement is of services or a combination of goods and services and

a. the procurement entity may use a request for proposals for a procurement if;

7.8.4 REQUEST FOR PROPOSAL

regarding the intention to procure through limited tender.
whole market of the goods, works or services;

a. an advertisement is placed, where applicable, on the procurement entity website
if there is evidence to the effect that there are only a few known suppliers of
procurement or products thereon;

b. the procedure under section 4.4 of the procedure for contracts, because of the complex or specialized nature of the

7.8.3 RESTRICTED TENDERING

satisfies
The size of the procurement in relation to the original procurement, the original procurement in meeting the needs of the procurement entity, the limited procurement methodology of services, taking into account the efficiency of the procurement entity, the cost of the procurement methodology, and the extent of the goods, works or services that can be procured from other suppliers. If the procurement entity has previously procured goods, works, or services, or has engaged in contracting procedures or for the goods, works or services available to the procurement entity, any of the following are satisfied:

1. The procurement entity may use direct procurement if any of the following are satisfied:
   a. The procurement is for goods, works, or services available from a particular supplier.
   b. The procurement is for goods, works, or services available only from a particular supplier.
   c. The procurement is for goods, works, or services not available to the procurement entity.

2. The purpose of the procurement is not to avoid competition.

7.8.7 Request for Quotations

At least three firms will be invited to submit quotations unless the procurement is for goods, works, or services that are readily available and for which there is no established market, and the estimated value of the goods, services, or works is less than or equal to the maximum procurement value for using requests for quotations.

The establishment of the goods, services, or works within the specified period and in the manner indicated in the request for quotation form will be tendered to give their bids within a specified period, and in the manner indicated in the request for quotation form. If the bids are received within the specified period, the procurement entity may use a request for quotations for a procurement if:

- The procurement is for goods, works, or services that are readily available and for which there is no established market.

7.8.7.1 Request for Quotations

Urban design projects, urban and regional planning, and the arts.

Selection procedures, urban and regional planning, and the arts.

The bids and such services include architectural, landscape, engineering, and other services that part of the services be carried as part of the bid to facilitate evaluation of

7.8.7.1.1 Request for Quotations

Selection procedures, urban and regional planning, and the arts.

The bids and such services include architectural, landscape, engineering, and other services that part of the services be carried as part of the bid to facilitate evaluation of
The evaluation and comparison shall be done using the procedures and criteria set out in the tender documents and no additional criteria shall be used.

**Note:** The evaluation and comparison shall be done using the procedures and criteria set out in the tender documents and no additional criteria shall be used.

**Art. 20**

- **Articles 21(1) and 27(1) of the Constitution**
- **e.** adopt a process that shall ensure the evaluation process utilized adheres to the same issue unless the one handling the file has the right to propose a new
- **d.** complete the procurement process for which it was appointed and no new recommendation on the same to the committee within a reasonable time
- **c.** where the file has received, the file in charge of the procurement function
- **b.** consists of between three and five members appointed on a rotational basis to.
- a. deal with the technical and financial aspects of a procurement as well as the economic criteria

- **The evaluation committee established shall be**
- **The economic criteria in writing**
- **by the head of the procurement function, and the committee shall be appointed by**
- **procurement entities or persons to join the committee on recommendation in writing**
- **requests from outside the organization, such expertise may be obtained from other**
- **members of staff with the relevant expertise. However, where technical expertise is**
- **established in accordance with the Act and Regulations and the evaluation committee is**

7.9.1 Evaluation Committee

7.9 Composition and Roles of Committees

With known prices of goods, works or services in the circumstances provided that the acquisition price is fair and reasonable and compares well with similar goods, works or services provided by a public entity or services in question.
Inspection and acceptance committee shall be established in accordance with section 17(1).

The quantity received by the order specifications and, where relevant, the sample. The quantity against the order specifications is the delivery. Items shall indicate the order number. Goods/materials must be accompanied by the relevant documents relating to the procurement.

Goods or materials must be received into the central stores from external suppliers.

Inspection of goods received shall ensure compliance with the requirements and conditions of the tender.

Receiving goods

Introduction

7.10 RECEIVING AND INSPECTION OF GOODS

in accordance with the contract:

issue inspection or completion certificates or goods received notes, as applicable, and

(e) ensure that all required manuals or documentation has been received, and

(f) where relevant, the goods, works or services have been delivered or completed on

the contract.

7.10.1 Inspection

The inspection and acceptance committee shall immediately after the delivery of the

procurement

acquire immediate inspections or a head of the procurement entity on the recommendation of the

procurement unit.
recommendations of the disposal committee. The disposal committee shall submit a list of these items to the Accounting Officer. The Accounting Officer shall apppoint a disposal committee, which shall include external experts where necessary. Disposals shall only be effected on the recommendation of the disposal committee.

The Accounting Officer shall prepare a disposal schedule, which shall include an inventory of all stores, plant and equipment in a manner stated in the General Supplies, Plant and Equipment Control, and any unserviceable or obsolete equipment. Every department shall submit its list of obsolete or unserviceable equipment to the Accounting Officer. Every department shall submit its list of obsolete or unserviceable equipment to the Accounting Officer.

7.3 DISPOSALS OF KSA COMMODITIES

The Accounting Officer shall prepare a disposal schedule, which shall include an annual stocktaking activity at the end of every financial year. The results of which shall be incorporated in the annual accounts. Bin cards shall be integrated and the appropriate action taken. There shall also be an inventory of all stores, plant and equipment.

7.2 INVENTORY CONTROL

The process of stock control has been completed.

Goods, works and services received should be paid within 30 working days after all payments have been completed.

7.1 PAYMENT FOR GOODS, WORKS AND SERVICES

Authorized by the relevant authorities.

7.6 ISSUING AND DISPATCHING OF MATERIALS

Items shall be replaced and the supplier informed to take back the same.

Technical aspect before final acceptance. In case of defects or quality shortfalls, the user shall be called upon to check the received. If goods are rejected in nature, the user shall be called upon to check the regulations may be required to carry out an inspection before goods are received. If goods are rejected in nature, the user shall be called upon to check the regulations may be required to carry out an inspection before goods are received.
the entity who has a conflict of interest with respect to a procurement
An employee or agent of the organization or a member of the board of the committee of

7.6 CONFLICT OF INTEREST

If it has been signed without the authority of an accounting officer
- Unless an award has been made,
- Until it is signed by both parties,
- A contract is not valid

A contract that has not been signed, and within the tender validity period,

have lapsed after notification, and within the period of notification but not before fourteen days shall be entered into within the period of notification. The period of notification shall be entered into based on the tender documents and any document accompanying the notification of the successful bidder. The contract shall be executed through the signature of the successful bidder.

The existence of a contract shall be confirmed through the signature of the contract.

7.15 CONTRACT MANAGEMENT AND ADMINISTRATION

with the provisions of the act in respect to preferences and reservations which shall not be less than thirty per cent. of the disaggregated group and comply with major environmental requirements. The contract shall be entered into within fifteen days from the date of the contract and shall be subject to preferences and reservations. The contract shall be subject to the applicable regulations and local standards. The preferential purchase of such manufactured articles, materials, supplies, wholly owned and subject to availability and realization of the applicable international and local standards.

7.4 PREFERENCES AND RESERVATION IN PROCUREMENT

Asset Disposal Act, 2015 and the regulations resulting from the Public Procurement and Disposal (J) Waste Disposal management
(e) Trade in
(d) Donation to children's organizations such as orphanages, e.g. expired food, blankets, etc.
(c) Destruction, dumping or buying where stores are harmful to human health such
(b) Transfer to another public entity or a local department of the association with
(a) Sale by tender or public auction to the highest bidder subject to a reserve price.

The methods of disposal may include:
- Reserve price where applicable.
- Report to NEC with recommendations on the best mode of disposal, including a
implementation of this policy.

3. The Executive Committee shall be kept updated on the progress of the
are expected to comply with procurement rules.

2. For effective implementation of this policy, all Association departments
NSP and to be noted by the next Annual General Meeting (AGM).

1. This policy document shall take effect after the approval by the the

8.4 POLICY IMPLEMENTATION

(a) Or any other prescribed persons

(b) A child, parent, brother or sister of a spouse

(c) A spouse, child or parent, brother or sister

In the policy relevant means-

(c) A child, parent, brother or sister of a spouse

in a position as relevant to procurement

(b) Owns or has a right in any property or has a direct or indirect pecuniary

(a) Seeks, or has a direct or indirect pecuniary interest in another person who

relatives of the person-

A person has a conflict of interest with respect to a procurement if the person or a

organization shall be made good by the awarding officer.

A person has a conflict of interest if the organization shall be incurred and all cost incurred by the

pecuniary interest. The contract shall be terminated and all cost incurred by the

organization. If a person does not disclose and the contract is awarded to the person

an employee, agent or a member shall disclose the conflict of interest to the

Act

A subcontractor appointed shall meet all the requirement of the procurement

(a) Shall not be a subcontractor for the bidder to whom the contract was awarded, but the

(b) Shall not have a procurement contract has been entered into, take part in any

(c) Shall not take part in the procurement proceedings.

(d) An employee, agent or a member shall disclose the conflict of interest to the

(e) An employee, agent or a member shall disclose the conflict of interest to the

(f) An employee, agent or a member shall disclose the conflict of interest to the

(g) An employee, agent or a member shall disclose the conflict of interest to the

(h) An employee, agent or a member shall disclose the conflict of interest to the

(i) An employee, agent or a member shall disclose the conflict of interest to the
APPENDIX C: TENDER/QUOTATION OPENING FORM
APPENDIX D: PROCUREMENT PLAN TEMPLATE
APPENDIX E: REQUISITION FORM

12.0 ANNEE X / APPENDICES

Scouts Board. The Kenya law shall also apply as per case basis be liable to a disciplinary action by the Association as deemed fit by the National KSA affairs that any person who violates the guiding principles of this policy will

11.0 PROPOSED PUNITIVE MEASURES

Committee
C. There is resubmission of reports of subcommittees by the National Executive

1. KSA is dissolved;

a. If repealed by the National Executive Committee;

Legal document may be terminated in the event that:

The existence of the Procurement Policy Framework of Kenya Scouts Association as

Management

The Committee will make recommendations to

renew the program until the Committee will make recommendations to

charged with the task of reviewing the policy in consultation with stakeholders and

management shall, from time to time appoint a Review Committee which will be

management or any area which may be considered for review.

The Executive Commissioner KSA, the National Executive Committee will, on a

Executive Commissioner; the procurement regulations of Kenya. Any user of this policy who has suggestions on

procurement regulations of Kenya. Any user of this policy who has suggestions on

This policy will be amended at least every 3 years or when the Act changes in

10.0 POLICY REVIEW

Determinations as part of monitoring the compliance with the procurement rules.

determinations involved in procurement shall maintain signed minutes of their

and held for future reference. In line with this, all relevant ad hoc

followed in line with the guidelines of this policy. A report on the same shall be

the procurement activities undertaken and how the procurement processes were

Monitoring and evaluation of this policy will be done through quarterly reviews of
<table>
<thead>
<tr>
<th>National Scout Board</th>
<th>Youth Programme Policy</th>
<th>29/09/2019</th>
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13.0 POLICY REVISION HISTORY

- Appendix H: Disposal Certificate
- Appendix G: Inspection and Acceptance Certificate
- Appendix F: Local Service Order
- Appendix E: Local Purchase Order
- Appendix D: Request for Quotation