



Procurement Process and Procedures for the IFRC



Logistics, Procurement and Supply Chain Management
Department

International Federation of Red Cross and Red
Crescent Societies (IFRC)



Aim of the session

- Introduction to the Red Cross Movement and IFRC
- Overview – Procurement Function
- Supplier Engagement – Process & Procedures



Introduction to the Red Cross Movement and IFRC



International Red Cross and Red Crescent Movement



- National Red Cross and Red Crescent Societies
“National Societies”



- International Federation of Red Cross and Red Crescent Societies
“International Federation”



- International Committee of the Red Cross
“ICRC”

ICRC



Who we are ?

- **World's largest humanitarian organization, providing assistance without discrimination as to nationality, race, religious beliefs, class or political opinions.**

What we do?

- **International Federation carries out relief operations to assist victims of disasters, and combine this with development work to strengthen the capacities of its 185 member National Societies.**
- **ICRC mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance.**



The International Federation works on the basis of the Seven Fundamental Principles:

- Humanity
- Impartiality
- Neutrality
- Independence
- Voluntary service
- Unity
- Universality

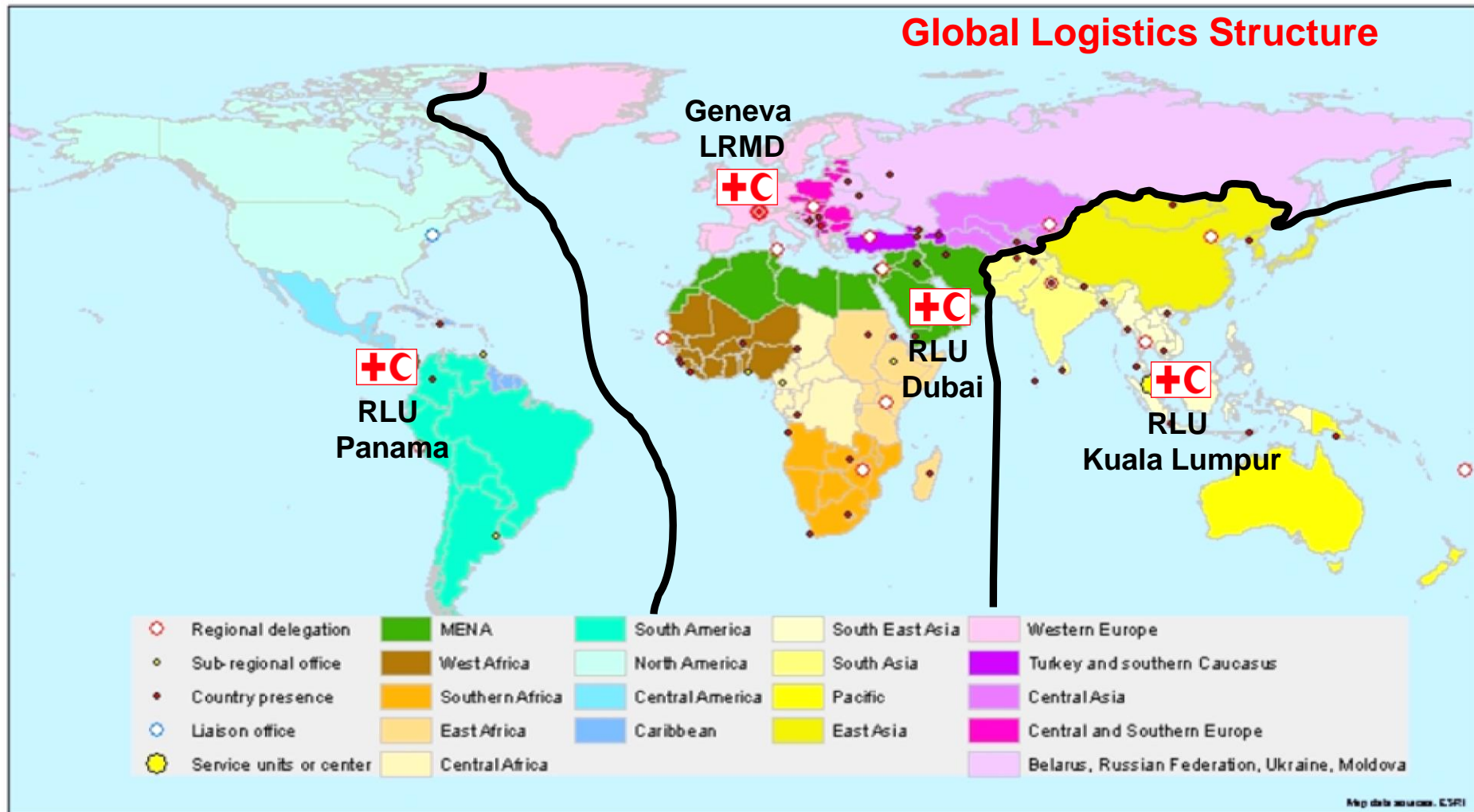




Overview – Procurement Function



Logistics and Resource Mobilization Department (LRMD) & the Regional Logistics Units (RLUs)





GVA LRMD



Panama RLU



Dubai RLU & Fleet Base



Kuala Lumpur RLU



Geneva Logistics

Strategy / Planning
Coordination
Funding
HR/Training/ERU
Information systems
HPC
Frame Agreements
Reporting & analysis

Regional Logistics

Mobilisation
Procurement
Coordination
Fleet services
Field logistics set-up
Training
Logistics network
Reporting & analysis

Country Logistics

Warehousing
Local procurement
Transport
Fleet
Reporting



Humanitarian Procurement Centre

- ☐ Since 2005 the IFRC has been accredited as a Humanitarian Procurement Centre by the Directorate General European Commission for Humanitarian Aid (DG ECHO)
- ☐ Through DG HPC the Federation intends to provide services to National Societies and other DG ECHO partners, putting at their disposal pre-established stocks, purchasing and logistics capacity



European Supply Chain Awards



“For scale, responsiveness and performance they are outstanding: all the more so when you realize that they exist to operate in precisely the places where normal supply chains have broken down.....”

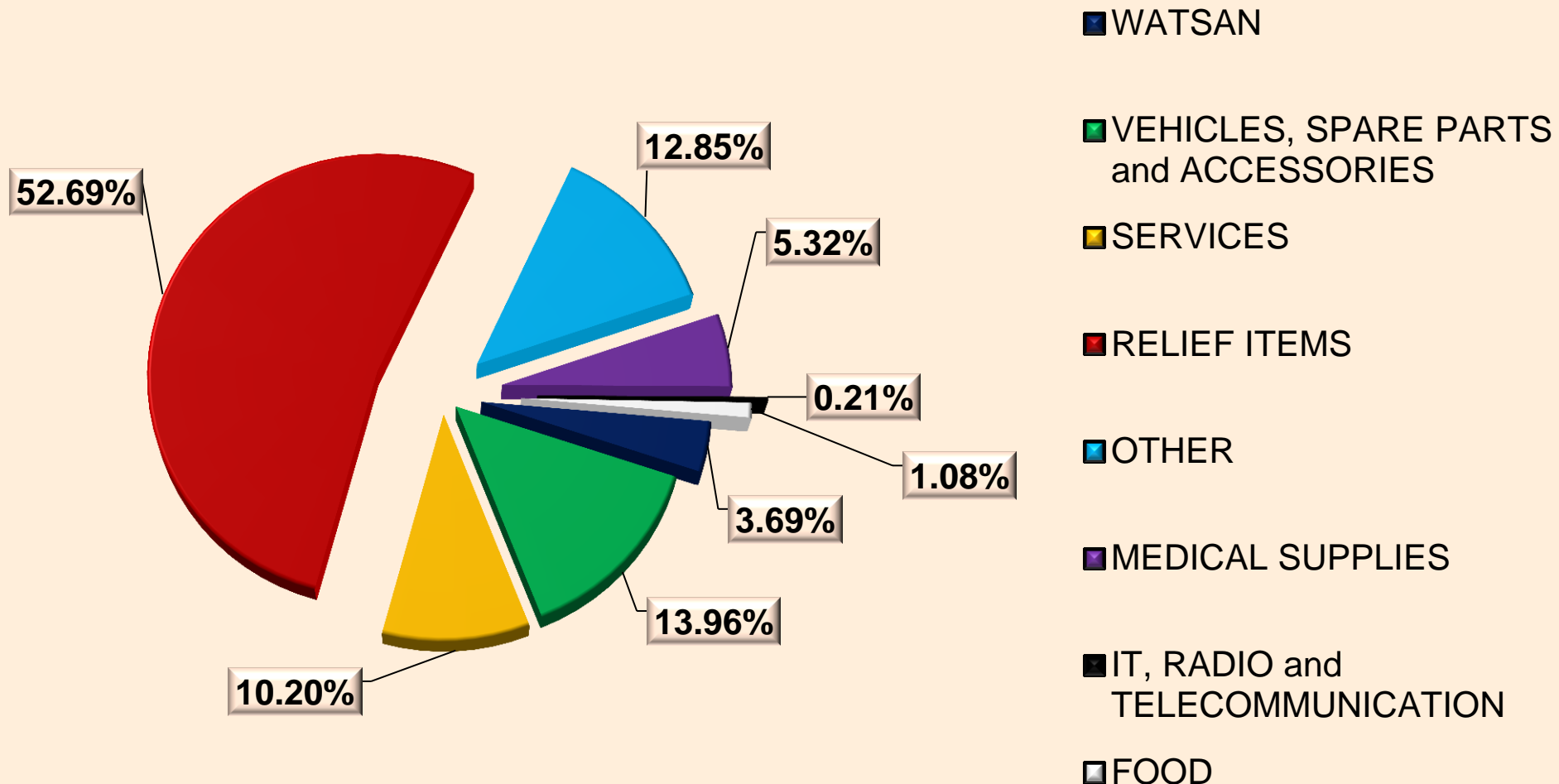


Public Sector and Overall Winner !





Largest commodity expenditures 2016 - YTD





Items procured by IFRC

Tarpaulins (plastic sheets)

Family tents

Blankets/Quilts

Kitchen sets

Jerry cans

Tool kits

Mosquito Nets

Water sanitation Equipment (pipes and fittings and
chlorine tablets)

Hygiene Kits



Supplier Engagement – Process & Procedures



How to be a supplier to the International Federation?

- Product of interest
- Minimum 3 years of business experience
- Export experience
- Acceptance of the Federation Terms & Conditions
- Submit Supplier Registration Form





What do we have to know about the supplier?

- Legal status
- Reliability (reputation and references)
- Experience of supplying to humanitarian agencies
- Integrity
- Capacity (performance and financial stability)
- Stocks (for supply of goods)



Suppliers are requested to fill in a “Supplier Registration Form” where they are asked or when they want to register with IFRC :

- 1) Contact details of the company
- 2) Type of organisation / business
- 3) Size of business
- 4) Copy of latest audited financial statement
- 5) Affiliated / Holding / Subsidiary Companies
- 6) Persons authorised to sign bids, offers and contracts
- 7) Banking information
- 8) References
- 9) Names of officers, owners or partners
- 10) Payment Terms
- 11) Quality Assurance
- 12) Acceptance of Federation Terms and Conditions
- 13) Certification

SUPPLIER PROFILE/REGISTRATION FORM No

Please fill in this questionnaire in order to register. Information given in this questionnaire will be handled confidentially. Please attach all other documents requested in the questionnaire.

1. NAME OF COMPANY: _____
MAILING ADDRESS: _____

COUNTRY: _____

CONTACT PERSON(S): _____
TELEPHONE: _____ FAX: _____
INTERNET (E-mail): _____
WEBSITE: _____

2. TYPE OF ORGANISATION: (Please check)

Individual () Partnership () Non-Profit Organisation ()
Private Limited Liability Company () Public Limited Liability Company ()
Other () Please explain: _____
Year Established: _____ Under the laws of _____
Quoted on the _____ Stock Exchange
Please attach copy of registration certificate

3. TYPE OF BUSINESS: (Please check)

Manufacturing () Construction () Trading () Consultancy ()
Service Provider (e.g. transport, warehousing, quality control, etc.) ()
Other () Please explain: _____

Please describe your company's major business activity:



What to do with the Supplier Registration Form?

Please send your duly filled in and signed Supplier Registration Form to:

**Logistics and Resource
Mobilization Department
Geneva**

17, ch. Des Crets / Petit-Saconnex
1211 Geneva 19, Switzerland

Address all inquiries to:

procurement@ifrc.org



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Our actions



The International Federation



Women gather to discuss water distribution requirements with members of the Kenya Red Cross Society. (p-KEN0227)

The International Federation of Red Cross and Red Crescent Societies is the world's largest humanitarian organization, providing assistance without discrimination as to nationality, race, religious beliefs, class or political opinions.

The International Federation has 186 member National Societies and is part of the International Red Cross and Red Crescent Movement. Our work is guided by seven **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Latest tender updates

There are currently no open tenders.

Procurement and supply services



The International Federation is a world leader in supply chain management.

Our mission is to provide effective and high quality procurement services to all members of the International Red Cross and Red Crescent Movement. We are now expanding our procurement services to third parties through our status as a humanitarian procurement centre. The key objective of our logistics and procurement services is to provide best value for money for humanitarian operations.

News and updates



Procurement services portal launched

The International Federation has today launched its new procurement services portal.

[View all news](#)

Your account

Username:

Password:

[Log in](#)

[Register](#)

[Forgotten your password?](#)

Contact the logistics team



More questions?
[Feel free to contact us!](#)

Newsletter



Receive news and updates.
[Sign up now](#)

FAQs



Got a question?
[Read our frequently asked questions.](#)



Tendering Methods

- Open international tendering
- Limited international tendering
- Regional tendering
- Local tendering

Bidder list for tendering

- Registered suppliers for the category of items
- Competitive suppliers of last order
- Suppliers in the area of operation
- New suppliers

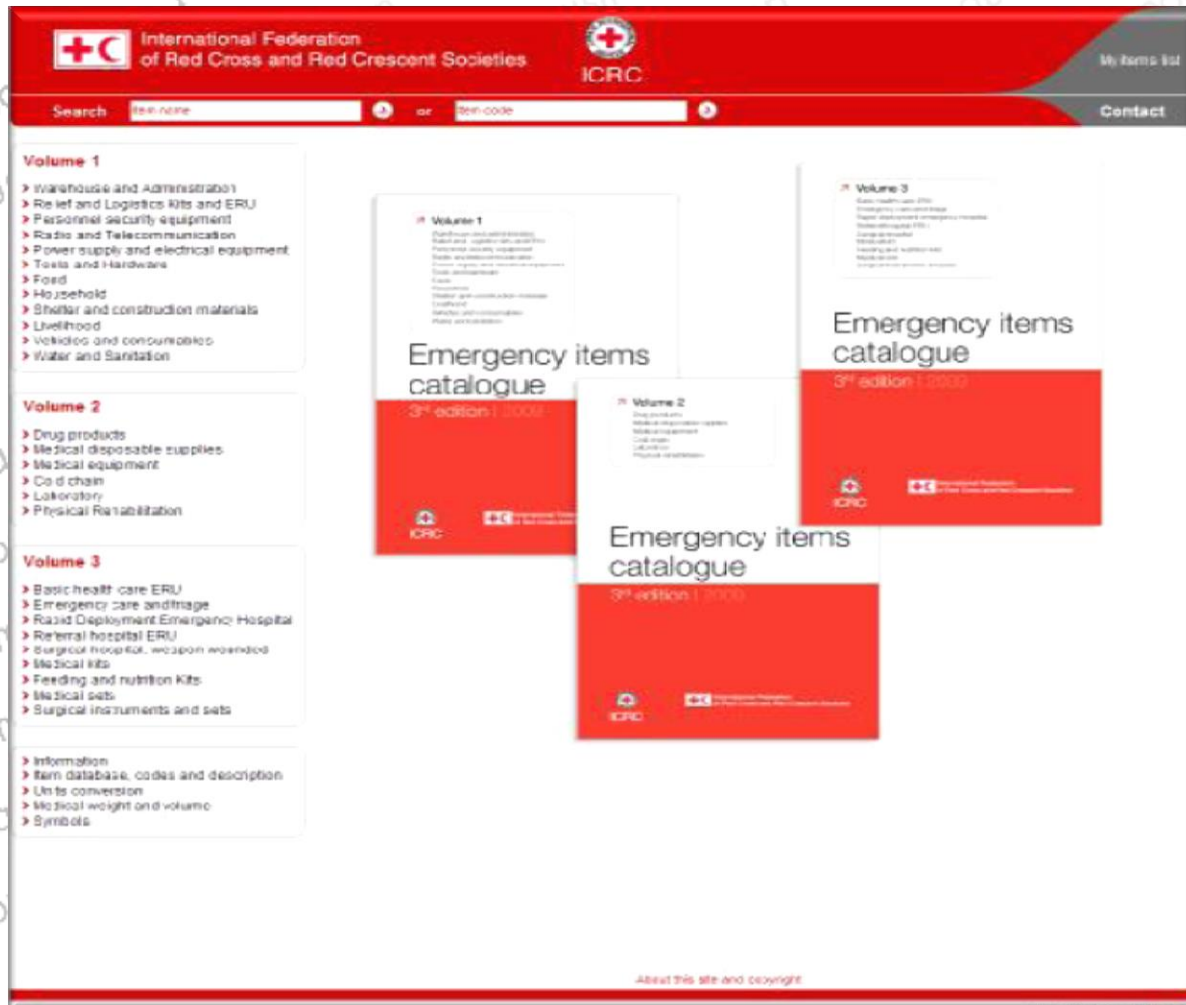


What a supplier should do when invited to tender?

- Read tender document carefully
- Submit BEST price
- Submit complete and clear quotation
- Respect closing time and methods
- Provide alternatives if necessary
- If required, provide samples and test results



Emergency Items Catalogue



The Emergency Items Catalogue is a compilation of descriptions and specifications for standard relief items and kits delivered to relief operations. The catalogue is intended to facilitate the selection and acquisition of suitable items notably during emergency operations. Standardization is aimed at facilitating field operations and logistics support, improving quality assurance.

Emergency item catalogue on line at: <http://procurement.ifrc.org/catalogue/>



The International Federation standard payment terms

- Invoices paid **within 30 days** after receipt of documents and goods in good order
- Reception of goods are only recognized when Federation receives a signed “Goods Received Note” directly from the consignee.





Global Framework Agreements

A Framework Agreement is a long-term agreement with suppliers which sets out terms and conditions for purchase of specific items within agreed period of time. The International Federation used practice is to establish Framework Agreements with two-year terms with possibility of extension.



Framework Agreements are established for commodities that have a proven demand (frequent procurement of the same commodity and big volumes).



Since 2001 the International Federation has introduced the practice of establishing Framework Agreements with selected suppliers for standard relief items (kitchen set, blanket, jerry can, mosquito net, etc).



Existing Framework Agreements

	Commodity
1	Blankets Medium Thermal – Woollen
	Blankets Medium Thermal - Polyester
2	Blankets High Thermal – Woollen
	Blankets High Thermal - Polyester
3	Tarpaulins
4	Plastic Sheeting
5	Interagency Emergency Health Kit (IEHK)
6	Cholera Kits
7	Mosquito Nets (Long Lasting Impregnated)
8	Nissan Pick-Up 4 WD
9	Toyota HZJ78R/L
10	Jerry Cans
11	Kitchen Sets - Type A
	Kitchen Sets - Type B (adapted to Asian Culture)



International Federation
of Red Cross and Red Crescent Societies



THANK YOU