

DOCUMENT ADMINISTRATION

VERSION NUMBER	APPROVAL PROCESS	DATE
1.0	Prepared by: Barry Green, Managing Director, Finance and Operations	
	Reviewed by: Gavi Alliance Executive Team	1 November 2012
	Reviewed by: Internal Auditor	20 March 2013
	Approved by: Deputy Chief Executive Officer on behalf of Chief Executive Officer	26 March 2013 Effective from: 1 April 2013
	Next review:	As stated in the policy

1. Purpose

- 1.1 The Gavi Alliance (“**Gavi**”) intends that the highest ethical and professional standards apply to its procurement activities to ensure the optimal use of Gavi funds for the purposes for which these funds were provided.
- 1.2 This Procurement Policy sets out the general principles that will apply to the procurement of goods and services by or on behalf of Gavi.

2. Scope

- 2.1 Any purchase of goods from a vendor or supplier, purchase of services or technical assistance from an individual, company, organisation or a research organisation, or purchase of vaccines and vaccine related supplies using Gavi funds will be conducted in accordance with this Procurement Policy.
- 2.2 This policy applies to all Gavi employees, officers, consultants and agents who are directly or indirectly involved in the procurement for or on behalf of Gavi. Further, parties to whom contracts are awarded in accordance with this policy will be expected to adhere to the principles established herein, in performance of their contracts.
- 2.3 Where procurement is being carried out by UNICEF, WHO or PAHO, such partner will conduct the procurement according to its own procurement rules and principles and any relevant agreement concerning such procurement between Gavi and such partner.
- 2.4 This Procurement Policy shall not apply to self-procurement of vaccines and vaccine related supplies carried out by countries.
- 2.5 The CEO of Gavi will establish Procurement Regulations to ensure that procurement carried out by the Gavi Secretariat is conducted in accordance with this Procurement Policy and any Gavi’s codes and policies.

3. Procurement Principles

Gavi will be guided by the procurement principles set out below.

3.1 Ethics

All individuals engaged in procurement activities have a duty to act in a manner which maintains and enhances the reputation of Gavi and preserves the trust in

Gavi by:

- acting and conducting business with honesty and integrity, avoiding even the appearance of impropriety
- maintaining consistency in all processes and actions meeting professional ethical standards

No one will use his/her authority, position or office for personal gain, which will be defined as soliciting, accepting or otherwise benefiting from anything of material value, in any form, either in person or indirectly through close relatives or associates, as a result of procurement financed by Gavi.

3.2 Value for Money

Procurement will be conducted with the aim of obtaining value for money. Obtaining value for money does not necessarily mean obtaining the lowest price possible, but rather represents the best return on investment. To obtain value for money, all procurement activities will be undertaken through the optimum combination of the following factors:

- goods and services meet the requirements for the task and are not over specified
- goods and services are contracted on the best possible terms, taking into account their expected life cycle
- the quality and fitness for purpose of the goods and services to be procured
- achieving economies of scale where possible

3.3 Competition

Procurement of goods and services will be carried out to maximise competition to the greatest extent practicable. Procurement will be open to as many eligible bidders as is practicable in order to meet the requirements of competition and to obtain value for money.

To support the implementation of Gavi's Vaccine Supply and Procurement Strategy, Gavi will aim to employ a wide set of procurement tools, mechanisms and tactics, including competition, and apply these to the prevailing market conditions for a particular vaccine to influence the vaccine market to achieve supply security and price reductions of vaccines.¹ These procurement strategies will be based on recognition of competition as critical to achieving long-term sustainability.

3.4 Transparency

Transparency within procurement relates to having easily accessible and understandable policies and processes essential to demonstrate responsible use of Gavi funds. A lack of transparency can be perceived as an attempt to withhold information, which in turn may make the fairness and integrity of the procurement process suspect. In maintaining transparency, Gavi will:

- exercise discretion in the release of confidential information
- provide open access to competitive opportunities
- maintain current and complete policies, procedures and records
- provide timely access to procurement policies, procedures and records

3.5 Accountability

Everyone involved in the procurement activities is accountable for his/her actions and decisions with respect to procurement to ensure that the funds are used solely for the purposes for which they were provided.

¹ This is from Gavi Vaccine Supply and Procurement Strategy.

3.6 Impartiality

All decision-making and actions related to procurement will be impartial and unbiased. In ensuring impartiality, Gavi will:

- be open, fair, impartial and non-discriminatory in all processes
- treat potential suppliers equitably, without any exclusion of, discrimination, or favouritism towards any potential supplier or contractor
- use sound professional judgment within established legal frameworks to balance competing interests among stakeholders
- evaluate offers based on their ability to meet Gavi's specified requirements

3.7 Efficiency, Effectiveness and Economy

Procurement will be conducted in a manner that maximizes the efficient use of Gavi's resources and ensures that the goods and services procured effectively meet the requirements of the users.

Procurement must be well organised, carried out correctly with regard to quantity, quality and timeliness, and at the optimum price, in accordance with the appropriate guidelines, principles and regulations.

Processes must be proportionate to the procurement activities, so that the overall cost of conducting the procurement process is minimised and tailored to the size of the budget for the activities being undertaken, while upholding the guiding principles.

4. Effective date and review of policy

- 4.1 This policy comes into effect as of 01 April 2013.
- 4.2 This policy will be reviewed and updated in March 2015. Any amendments to this policy are subject to Chief Executive Officer approval.