



# Going to School Procurement Policy

*Transparent | Accountable | Sustainable | Inclusive*

## 1. Introduction

This policy outlines how GTS procures goods and services in a **transparent, efficient, ethical, and environmentally responsible** manner. It ensures all procurement activities:

- Are **fair, competitive, and cost-effective**
- Uphold **child protection, sustainability, and DEI standards**
- Prevent corruption, favoritism, and waste
- Support GTS's mission to serve children and communities with integrity

## 2. Purpose and Scope

This policy applies to:

- All procurement of goods, services, equipment, consultants, printing, transportation, and logistics
- All GTS teams, departments, consultants, and implementing partners
- All vendors, suppliers, and contractors engaged by GTS

## 3. Core Procurement Principles

Principle	What It Means
<b>Transparency</b>	All processes are documented, open, and audit-ready
<b>Fair Competition</b>	Vendors are selected based on merit, price, quality, and values alignment
<b>Best Value</b>	GTS chooses goods and services that offer quality and impact—not just lowest cost
<b>Sustainability</b>	Preference is given to suppliers using eco-friendly, ethical, and low-waste practices
<b>Accountability</b>	All procurement decisions are traceable, justified, and subject to oversight
<b>Inclusion</b>	Opportunities are shared with small, local, women-led, disabled-owned, or marginalized group vendors



#### 4. Vendor Eligibility and Vetting

Before contracting any vendor, GTS will:

- Conduct **due diligence** (registration, tax status, track record)
- Require vendors to sign:
  - **GTS Vendor Code of Conduct**
  - **Safeguarding & DEI Commitment**
  - **Green Procurement Compliance Form** (if applicable)
- Ensure vendors:
  - Are not blacklisted or involved in child labor or environmental violations
  - Have capacity to deliver quality services within deadlines

#### 5. Procurement Thresholds and Approvals

Purchase Value	Requirements
₹0 – ₹25,000	One quote and direct purchase with justification
₹25,001 – ₹100,000	Minimum two quotes; purchase approval by Program or Ops Head
₹100,001 – ₹500,000	Minimum three quotes; Procurement Committee review and comparative statement
₹500,001	Tender process or documented justification for exemption; Board/Director sign-off

**Emergency procurement** (e.g., urgent field requirement) can bypass these steps with formal written justification and post-approval.

#### 6. Standard Operating Procedure (SOP) for Procurement

##### 6.1. Procurement Planning

- Every quarter, programs and departments submit a **Procurement Forecast** aligned with approved budgets

##### 6.2. Request and Approval

- Raise a **Purchase Requisition Form (PRF)**



- Ensure inclusion of specs, quantity, purpose, delivery timeline
- Send to Finance/Operations for validation against budget

### 6.3. Sourcing and Quotations

- Procurement Officer obtains quotes from eligible vendors
- Vendor evaluations use a **Comparative Statement** scoring price, quality, timeline, eco-compliance, past experience

### 6.4. Selection and Contracting

- Chosen vendor signs:
  - **Purchase Order (PO) or Contract Agreement**
  - GTS Code of Conduct and applicable policy declarations

### 6.5. Delivery and Quality Check

- Receiving department verifies goods/services with a **Goods Received Note (GRN)**
- Any issues reported within 48 hours

### 6.6. Invoice and Payment

- Vendor submits signed invoice and delivery proof
- Finance processes payment per agreed terms (15–30 days)

### 6.7. Documentation and Archiving

- All procurement records (PRF, quotations, evaluation, PO, GRN, invoice) filed and digitized
- Subject to periodic audit by internal and/or external auditors

## 7. Procurement Committee

The GTS Procurement Committee includes:

- Procurement or Operations Lead (Chair)
- Program Manager (user department)
- Finance Officer
- DEI or Sustainability Focal Point (optional, for high-value or sensitive procurements)



They review and approve purchases over ₹1,00,000 and resolve vendor disputes or red flags.

## 8. Green Procurement Guidelines

### 8.1. Environmental Criteria

- Preference to vendors who:
  - Use **recycled, biodegradable, low-impact materials**
  - Minimize plastic, foam, and non-compostable packaging
  - Have **energy-efficient production** or transport systems
  - Provide bulk orders to reduce transport footprint

### 8.2. Sustainable Printing

- Use **FSC-certified or recycled paper**
- Use **vegetable-based inks**, non-toxic adhesives
- Minimize lamination and unnecessary bulk

### 8.3. Ethical Merchandise and Gifts

- No synthetic swag or unnecessary giveaways
- Locally handmade, natural fiber-based, reusable items preferred
- GTS will never distribute plastic toys, branded water bottles, or vinyl banners

### 8.4. Travel-Linked Procurement

- Book **train or shared transportation** where possible
- Offset carbon for flights over 500km
- Provide eco-friendly travel kits (cloth bags, refillable bottles, zero-waste supplies)

### 8.5. Vendor Scoring (Optional)

GTS may add an **Eco-Compliance Score** during vendor evaluation, awarding up to 20% weight to environmental performance.

## 9. Conflict of Interest and Ethics

All procurement participants must:



- Disclose any personal or financial ties with vendors
- Refrain from accepting gifts or favors
- Sign GTS's **Conflict of Interest and Anti-Bribery Policy**

Breaches of procurement ethics may lead to disciplinary action or vendor disqualification.

## **10. Policy Review and Oversight**

- Reviewed every **18 months** or upon legal/regulatory change
- Oversight by **Finance & Ethics Committee**
- Linked to annual audit processes and procurement performance evaluations
- Aligned with:
  - Child Protection Policy
  - Whistleblower Policy
  - Anti-Bribery & Fraud Policy
  - DEI and Green Commitment Statements

**Every rupee we spend reflects our mission. Through this Procurement Policy, GTS ensures that our decisions are ethical, equitable, transparent, and environmentally responsible—serving the children and communities we care for, without harming the planet we share.**