



Going to School Vendor Procurement Policy

1) Purpose

The Vendor Procurement Policy of **Going to School** intends to establish structured purchasing processes and sourcing strategies to ensure transparent, objective, and cost-effective decision-making and risk management. It is designed to secure high-quality goods and services at the best possible price while maintaining efficiency and control in the procurement process.

2) Scope of the Policy

This policy applies to all **Going to School** employees, managers, CEOs, and stakeholders involved in the process of vendor procurement and production of goods and services for and on behalf of **Going to School**. Compliance with this policy is mandatory and its violation may attract disciplinary action. The policy may also be shared with potential suppliers, donors, and external partners and incorporated into contractual agreements, as needed on a case-to-case basis.

3) Procurement Process

The following is the process to be followed in case of any procurement of goods or services to be carried out for and on behalf of **Going to School**.

Identification of requirement: The person in charge of the production of goods and/or services is responsible for identifying the requirements in response to the need arising within **Going to School**. The identification process should include information about the need for the goods and/or services to be procured, quantity, and budget available for such procurement. The format mentioned in Annexure 1 should be filled out once final decision about the requirement has been made for internal documentation purposes and shared while soliciting quotations from potential vendors.

Solicitation of quotations: Once the requirement has been identified, the budget holder should solicit written quotations from the required number of suppliers as mentioned within the Annexure 2. The vendors can be found from vendors we have engaged with in the past, an internet search, personal contacts, or team contacts amongst other ways.

Criteria for selection of vendor: Once the quotations have been received, the budget holder can make a final decision amongst the three based on the following criteria:

Timely availability of goods / services;

- Opportunity to conduct a sample test of goods / services in advance
- Quality of the goods / services;
- Guarantee and warranty available for such goods / services;
- Overall production cost (including logistics and delivery costs) and payment milestones;
- Quality of customer service provided through the process;
- Past association with **Going to School** and/or team members;
- Any other relevant considerations.

This policy is to be read in concurrence with the [Code of Conduct](#). Accordingly, the process of shortlisting should not involve corruption, undue exchange of favours, and/or any form of unjust enrichment.



1. **Approval of vendor and budgets:** Once the above considerations are made, the budget holder is responsible for making the final decision on which vendor **Going to School** should proceed with. Such a decision along with rationale should be emailed in writing (in the format prescribed below in Annexure 3) to the **CEO** for their approval.
2. **Process of on-boarding a vendor:** Once the decision has been approved by the **CEO** please ensure that formal email-based communication is made to the vendor outlining the terms of agreement. In case of any advance payment, please ask the vendor to raise an invoice as per **Going to School's** requirement. The maximum advance payment that can be made towards a payment is 50% and can be made only after the quality assurance process mentioned below has been completed.
3. **Quality Assurance:** For all orders above the value of _____ INR, please ensure that a sample product has been made and tested before placing the order for the full amount.
4. **Delivery of goods and/or services:** The person collecting the order will be responsible for checking the quantity, and quality and ensuring the price of the goods matches the invoice.
5. **Closure of vendor relationship:** Upon satisfactory completion of all services and delivery of goods, ask the vendor to raise final invoices and ensure that the payments have been made satisfactorily. If the experience with the vendor has been satisfactory and the details of this vendor are not already added to the list of vendors we have worked with, please ensure that the same is done.

Annexures

Annexure 1: Format for Procurement Requisition:

Item to be ordered	Quantities to be ordered	Reason for order	Recommended Budget per item	Recommended Overall budget	Usage
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Annexure 2: Guidance on the process of vendor procurement

Cost	Number of vendors required to be solicited	Whether reporting manager approval necessary	Whether CEO approval necessary

Annexure 3: Format for Presenting Proposal to CEO for Vendor Selection:

Vendor Name	Price per item	Total estimated cost	Payment Terms	Images	Quality Check Notes	Decision
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