**Standard Operating Procedure (SOP) for Procurement Unit**

**COVID-19**

For COVID-19 emergency operation procurements Unit, the following SOP will be followed to establish uniformity in procurement process, speedy handling and storage, and timely delivery of goods and service to end users.

**Procurement Unit**

Overall CoordinatorChimi Dem

17849805

**Market Study &**

**Stock Taking**

Karm Rinzin (RTIO)

(17522095)

**Compile Requisition**

Sonam

(17525771)

**Bill Compilation**

Sonam Wangchuk

(17847320)

**Identifying Caterers**

Thinley Wangmo

(17773584)

**Overall Procurement Coordinator**

Tshewang Jamtsho

(17902240)

**Quarantine Amenities**

Sonam Choden

(17831610)

**Rationing from FCB**

Yeshi Choeda

(17753592)

**Diary and Vegetable Items**

Karma Tshering

(17447595)

The major responsibilities are listed below:

1. Market Research/stock taking
2. Receive of requisition
3. Procurement planning/Job delegation
4. Store identification/management
5. Delivery/Transportation
6. Bill submission
7. **Market Study/stock taking**

In order to know the stock availability and potential for stock reserve fot the population in times of worst situation, the procurement will have to ensure supplies in stock in FCB and shop rationing to public anytime.

* 1. **Responsible:**

1. Mr. Karma Rinzin, RTIO, Mongar

**Responsibilities:**

1. Visit FCB and take stock balance commodities: Rice, Oil, Salt, Pulses, Sugar & Milk Powder
2. Survey potential vendors, make list and stock available of basic commodities and capacity to stock up
3. Draw a memorandum of understanding with the shopkeepers to supply basic commodities in any times of emergency as per requisition.
4. Monitor the stock balance daily, review and report to coordinator.
5. Compile & report weekly and submit the report to Logistic Head
6. Ensure stock to supply at any time.
7. **Receive of requisition**

Receive and compile requisition submitted by different Units. The form will contain the description of goods and quantity (Annexure-II)

* 1. **Responsible:**

Mrs. Sonam, MDA

* 1. **Responsible:**

1. Compile Requisitions from various team/department
2. Review requisition
3. Report about the requirement to head of Logistic
4. As per approval of requisition, instruct respective team member for the procurement.
5. **Procurement planning/Job delegation**

Procurement team shall ensure that all procurement activities are done immediately from the receipt of requisition for smooth delivery of goods to the end users. Identified team members will be entrusted responsibilitiesare**:**

* 1. **Responsible for Procurement of basic Amenities needed at quarantine room.**

1. Chimi Dem
2. Sonam Choden
   1. **Responsible Procurement of commodities from FCB.**
3. Yeshi Choda
4. Sherab Wangpo
5. Tashi Zangmo
   1. **Responsible Procurement of Dairy Products & Vegetables**
6. Sangay Duba
7. Dawa Gyeltshen, BAFRA.
8. Cheten Zangmo
9. Tenzin Choden

**3.4 Responsibilities of all team members:**

1. Upon receiving instruction from Unit coordinator, members shall immediately proceed for the procurement of required items.
2. Liaise with transportation coordinator for transportation and ensure to deliver goods/service to the required Unit Coordinator.
3. Liaise with DLO, DAO and RAMCO for the supply of Diary & Agriculture related products
4. Receive bills at the time of procurement, verify it, and submit to the coordinator on same day.
5. **Identification for Catering/management**

Identify hotel(s) for the catering of food and refreshments to quarantine rooms and isolation rooms.

* 1. **Responsible :**

1. Chimi Dem
2. Thinley Wangmo
   1. **Responsibilities:**
3. Liaise with food & Supply Unit coordinator and identify hotel for the catering service
4. Negotiate Rates
5. Provide menu as per the Ministry of Health Requirement
6. **Bill submission** 
   1. **Responsible:**
7. Sonam Wangchuk

**5.2 Responsibilities:**

1. Instruct members to receive bills at time of procurement
2. Ensure that respective member compile the entire bill on the same day and settle accounts.
3. Compile & report daily comparative of procurement goods and bill to Logistic head
4. No bill shall be entertained after 3 days of procurement.
5. Submit the entire bill to Accounts Section for payment tentatively.

**Annexure –I List of Procurement Members**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl/no** | **Name** | **Designation** | **ICS Role** | **Contact number** | Remarks |
| 1 | Chimi Dem | Asstt.Procurement | Cordinator | 17849805 |  |
| 2 | Tshewang Jamtsho | Asstt.Finance | Asstt. Cordinator | 17902240 |  |
| 3 | Yeshey Choda | Accounts Asstt. | Member | 17753592 |  |
| 4 | Dorji Wangda | Accounts Asstt. | Member | 17141211 |  |
| 5 | Sangay Duba | Accounts Asstt. | Member | 17874445 |  |
| 6 | Tenzin Choden | Accounts Asstt. | Member | 17315423 |  |
| 7 | Sonam Wangchuk | Accounts Asstt. | Member | 17847320 |  |
| 8 | Sonam | Accounts Asstt. | Member | 17525771 |  |
| 9 | Sonam Choden | Accounts Asstt. | Member | 17831610 |  |
| 10 | Sherab Wangpo | Accounts Asstt. | Member | 17829357 |  |
| 11 | Thinley Wangmo | Accounts Asstt. | Member | 17773584 |  |
| 12 | Karma Rinzin | RTIO | Member | 17522095 |  |
| 13 | Dawa Gyeltshen | BAFRA | member | 17680739 |  |
| 14 | Cheten Zangmo | RAMCO, Accounts asstt. | Member | 17972355 |  |
| 15 | Karma Tshering | Asstt. Marketing Officer. RAMCO, | member | 17447595 |  |
| 16 | Tashi Zangmo | Asstt. Marketing Officer. RAMCO, | member | 17502099 |  |

**Annexure-II Goods Requisition Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Description of Goods** | **Quantity** | **Remarks** |
| 1 |  |  |  |
| 2 |  |  |  |
|  |  |  |  |

(Name & Signature of Unit Coordinator) (Name & Signature of Procurement Unit Coordinator)