



SEPTEMBER 11, 2025

CODESA PROCUREMENT POLICY AND STANDARD BIDDING

OPEN, FAIR AND TRANSPARENT PROCESSES FOR GOODS AND SERVICES

CREATED BY

EUSL AB

Care to Change the World

CODESA Procurement Policy and Standard Bidding Documents

Preamble

This Procurement Policy establishes the principles, rules, and procedures governing the procurement of goods, works, and services financed by the CODESA Development Fund or any other resources administered by CODESA. It is designed to ensure open, fair, and transparent procurement processes aligned with COMESA's legal framework, international best practices, and donor requirements.

The Policy incorporates the World Bank Procurement Regulations for IPF Borrowers (Fourth Edition, Nov. 2020) and the Open Contracting Data Standard (OCDS) for disclosure, and is consistent with the fiduciary principles of economy, efficiency, integrity, transparency, and value for money.

Chapter 1 – Principles and Ethics

1.1 Core Principles

- (a) **Transparency** – All procurement processes shall be conducted in a manner that ensures public disclosure of relevant information in accordance with OCDS.
- (b) **Competition** – Open competitive procurement shall be the default method, ensuring equal opportunity for eligible bidders.
- (c) **Value for Money** – Procurement decisions shall maximize efficiency and effectiveness in the use of resources.
- (d) **Integrity** – All parties shall adhere to the highest standards of ethics and avoid conflicts of interest, fraud, and corruption.

1.2 Ethical Standards

- (a) Prohibited practices include fraud, corruption, collusion, coercion, and obstruction.
- (b) All bidders and contractors shall be subject to sanctions screening against multilateral development bank debarment lists and national sanctions lists.
- (c) Whistleblowing mechanisms shall be established to report suspected misconduct, with protection against retaliation.

Chapter 2 – Methods and Thresholds

2.1 Procurement Methods

- (a) **Open Competitive Bidding** – Default method for goods, works, and services above defined thresholds.
- (b) **Limited Competitive Bidding** – Permitted where market conditions justify restricted competition, subject to prior approval.
- (c) **Direct Selection** – Allowed only under exceptional circumstances, such as emergencies or proprietary technology, with documented justification.
- (d) **Framework Agreements** – For recurring procurement needs, subject to competitive establishment.

2.2 Thresholds

Thresholds for each procurement method shall be set annually by the Donor Committee and disclosed publicly. Prior review thresholds for high-value contracts shall be established in line with donor requirements.

Chapter 3 – Bid Processes and Evaluation

3.1 Standard Bidding Process

- (a) **Planning** – Preparation of procurement plans and Project Procurement Strategy for Development (PPSD) where applicable.
- (b) **Advertising** – Publication of procurement notices on the CODESA website and regional platforms, in compliance with OCDS.
- (c) **Bidding Documents** – Use of standard templates for Request for Proposals (RFP), Request for Quotations (RFQ), and Invitation to Bid (ITB).
- (d) **Submission and Opening** – Secure, time-bound submission of bids; public bid opening where feasible.

3.2 Evaluation and Award

- (a) Evaluation shall be based on pre-disclosed criteria, including technical compliance, financial responsiveness, and value for money.
- (b) Evaluation reports shall be documented and disclosed in summary form under OCDS.
- (c) Award decisions shall be communicated promptly to all bidders and published within five (5) business days of contract signature.

Chapter 4 – Complaints and Debriefing

4.1 Complaints Mechanism

- (a) A formal complaints mechanism shall be established for all procurement processes financed by the Fund.
- (b) The mechanism shall include:
 - Clear instructions for filing complaints;
 - Defined timelines for acknowledgment, review, and resolution;
 - Escalation procedures to an independent review panel for unresolved cases.
- (c) All complaints and their outcomes shall be recorded and disclosed in summary form, consistent with transparency obligations under the Open Contracting Data Standard (OCDS).

4.2 Standstill Period

- (a) A standstill period of not less than ten (10) business days shall apply between the notification of the award decision and contract signature for competitive processes, to allow for the submission and resolution of complaints.

4.3 Debriefing

- (a) Unsuccessful bidders shall be entitled to a debriefing upon request, to understand the basis of the evaluation and award decision.
- (b) Debriefings shall be conducted in writing or via virtual meetings, ensuring confidentiality of other bidders' proprietary information.

Chapter 5 – Framework Agreements and Emergency Procurement

5.1 Framework Agreements

(a) Framework agreements may be established for commonly procured goods and services to achieve efficiency and economies of scale.

(b) Such agreements shall be competitively awarded and shall specify the maximum quantity, duration (not exceeding four years), and pricing adjustment mechanisms.

5.2 Emergency Procurement

(a) Emergency procurement may be authorized in cases of natural disasters, public health crises, or other events requiring immediate action.

(b) Emergency procurement shall be limited to essential goods, works, or services and shall be documented with justification, approval by the Donor Committee (or delegated authority), and subsequent disclosure under OCDS.

Chapter 6 – Templates: RFP, RFQ, ITB

The following standard templates shall be annexed to this Policy and used for all procurement processes financed by the Fund:

6.1 Request for Proposals (RFP)

- Cover Letter
- Instructions to Bidders
- Terms of Reference (TOR)
- Technical Proposal Forms
- Financial Proposal Forms
- Draft Contract (with clauses on IP, data protection, and dispute resolution)

6.2 Request for Quotations (RFQ)

- Invitation to Quote
- Specifications and Requirements
- Price Schedule
- Delivery Terms
- Draft Purchase Order

6.3 Invitation to Bid (ITB)

- Bid Data Sheet
- Technical Specifications
- Bid Submission Form
- Bid Security Requirements
- Draft Contract



Mandatory Clauses for All Templates:

- Anti-Fraud and Corruption Declaration
- Data Protection and Confidentiality
- Governing Law and Dispute Resolution
- Termination and Remedies
- Compliance with Safeguards and Disclosure Obligations