



## 29. Procurement Policy

|                                                                                     |                  |
|-------------------------------------------------------------------------------------|------------------|
| Executive Principal                                                                 |                  |
| Karyn Walton                                                                        |                  |
| Jan 2025                                                                            |                  |
|  |                  |
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| Next Review Due:                                                                    | Jan 2027         |

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## **Overview**

### **Policy Objective**

BIST is dedicated to implementing this Procurement Policy (referred to as the “Policy”) and its corresponding Procedure. The school aims to support its community by ensuring the adoption of best procurement practices and sound governance principles as outlined in this Policy.

### **General**

- This policy applies to all stakeholders and is designed to establish the guiding principles and framework for the procurement of goods and services related to both Capital Expenditure (referred to as “CAPEX”) and Operational Expenditure (referred to as “OPEX”).
- The Policy always ensures compliance with the school’s governance standards.
- The Policy guarantees that all procurement processes are conducted in a fair, transparent manner that mitigates risk and delivers value for money.
- By employing robust procurement processes to select appropriate suppliers, BIST aims to meet its commercial, social, and environmental goals.
- This document outlines the specific requirements, objectives, and principles to be followed when sourcing, tendering, purchasing, ordering and receiving goods and services for the school.
- The decision regarding whether goods or services are procured for internal use or outsourced is made by the Executive Principal, with her approval.

### **Procurement Governing Principles**

All procurement at BIST is categorised into one of the following types, with each process outlined as the following:

#### **Tactical Purchasing:**

This approach is used for purchasing the school's needs that are:

- One-off, infrequent, or low-value orders; and
- Easily sourced from multiple suppliers in the market via a purchase order (PO).

A written request for a quote must be sent to at least three (3) potential suppliers.

At least one (1) quote must be received before a valid PO is issued to the chosen supplier.

#### **Strategic Procurement:**

This approach applies to the procurement of the school's requirements that:

- Are frequent, specialised, unique, and/or high in contract value.
- Are supplied by limited or sole suppliers; and/or
- Require a formal contract to mitigate high-risk transactions.

These requirements will be sourced via a formal competitive tender process (request for proposal), issued to at least three (3) potential suppliers for a defined scope of work/service.

#### **Capital/Building/Project Procurement:**

This pertains to the procurement of goods and services for the school's capital and building projects.

- A formal competitive tender process (RFP) must be used, issued to at least three (3) potential suppliers for a specific capital project scope of work/service.
- This procurement process should result in a legal contract between the supplier and the school for the project's duration.

#### **Contract Creation:**

- Contracts will be created, negotiated, and managed by the Procurement Manager, in collaboration with the end-user or budget holder, if necessary.
- A legal contract is required for the procurement of goods or services classified as:  
Strategic, Capital/Building/Projects.

### **Division Of Responsibilities**

**Executive Principal:** Responsible for overall oversight and approval of orders, based on curriculum needs and balanced against current stock/depreciation.

**Procurement Officer:** Responsible for initiating and processing orders. Maintain accurate records of all purchase orders, including item descriptions, quantities, and vendor details. Ensure items received are checked against quotes or purchase orders and verify that the quality of products meets expected standards.

**Finance Department:** Responsible for monitoring and managing the school's budget allocated for supplies and materials.

### **Order Request Process**

All requests for supplies, equipment, or services must be submitted using an official requisition form or through the designated procurement system.

The requisition form should include details such as item descriptions, quantities, estimated costs, and justifications.

### **Purchase Orders**

- Purchase orders (POs) are required for all purchases, and they should be generated and issued by the procurement officer through SAGE within 24 hours.
- POs should include all relevant information, including the vendor's details, item descriptions, quantities, prices and delivery dates.
- The procurement officer should keep copies of all POs for record-keeping purposes.

### **Budget Approval**

- The Finance Department will review all order requests to ensure they are within the allocated budget.
- If an order exceeds the budget or requires additional funds, it must be approved by the Executive Principal.
- Budget adjustments may be considered based on the school's financial situation and priorities, under agreement with and approval of the EP.

### **Vendor Selection**

- The school should maintain a list of approved vendors or suppliers for different types of supplies and materials.

- Whenever possible, orders should be placed with approved vendors to ensure quality and consistency.
- Vendors must meet established criteria for quality, reliability, and pricing.

### **Receiving and Inspection**

- Upon delivery, all goods and services must be inspected to ensure they meet the specifications outlined in the PO. Check the quantity, quality, and condition of each item. Delivery receipt depends on staff availability at each campus; if the Procurement Manager is not present, the Front Office may receive the delivery and must be overseen by Haifa.

### **Payment and Invoicing**

- Invoices should be matched with purchase orders and verified for accuracy before processing payments.
- Payments should be made within the agreed-upon terms to maintain good vendor relationships.

### **Records Keeping**

The Finance and accounting departments maintain records of all orders, invoices, and receipts for auditing and reporting purposes.

Ensure compliance with any regulatory requirements related to record-keeping.

## BIST Purchase Order

**Primary / Secondary:**

**What would you like to buy? Please provide details.**

**Why is this order required? Please provide the reason / justification here.**

**Please itemise resources needed or use of photos, website links and reference / product / ISBN codes will speed up the process.**

**Approved by :**

| Supplier               |
|------------------------|
| ALIBABA MUSIC          |
| ALLTOONE               |
| AMEL VOYAGE            |
| AMENA CHAUD ET FROID   |
| ASSOCIATION TUNIROBO   |
| ASTREE ASSURANCES      |
| ATLANTIS VOYAGE        |
| COMETA                 |
| B E H BIENS ÉQUIPEMENT |
| BEN NASR RENT A CAR    |
| BHB INFO               |
| BIG BAT                |
| BRITISH COUNCIL        |
| BSB AUTOMOBILE         |
| BUREAU VALLEE          |
| CABINET ELAMRI         |
| CAPITA                 |
| CHERHABI HERBIL PEINT  |
| CIL                    |
| CLINIQUE DE LA SOUKRA  |
| COBIS                  |
| CRISTAL NORTH AFRICA   |
| DAR EL YASMINE         |
| DELTA EXPERT TRAINING  |



|                                            |
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| DOCTEUR CHIHEB HADD                        |
| DSH Tunisie                                |
| ETS HAMMAMI ABDELHAK                       |
| GL EDUCATION                               |
| GOUVERNEURS COMMITE                        |
| GTS SYSTEMS                                |
| HCMODE                                     |
| HOTEL SIDI BOUSAIID                        |
| IC SECURITY SYSTEMS OF INDEPENDENT SCHOOLS |
| INTER MAGHREB MEUBLES                      |
| INTERIEUR                                  |
| IOTA                                       |
| Jane Dallas                                |
| LE TRAITEUR MOHAMED                        |
| MAGHREB TRADING LTD                        |
| MAISON DE L'AUTO FORD                      |
| MAITRE SAMIRA                              |
| MANY SPORTS                                |
| MDF SARL                                   |
| MEUBLE MEZGHANI                            |
| MG DECORS                                  |
| MISTER CONSULTING                          |
| MONGI MAKNI                                |
| MYRIAM BEN RACHID ARC                      |
| NCIS NETWORK & COMPU                       |
| PAGES JAUNES                               |
| PHARMACIE CHEHIMI AIC                      |
| PREFABULOUS                                |
| PRO EVENTS                                 |
| PROMOCULTURE                               |
| PSES                                       |
| READERS CORNER                             |
| RED FISH STUDIO                            |
| RET GARANTIE FERCHICHI                     |
| BIG BAT                                    |
| SALAMES                                    |
| SAMIRA LAOUANI                             |
| SCHOOL PLANNER                             |
| SEQUOIA PLUS                               |
| SOCIETE M'CREATION                         |

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| SOCIETE TOURISTIQUE DU       |
| SONEDE                       |
| SONOMUSIC                    |
| SOTUPREC                     |
| SPORTAC                      |
| STAR TECH                    |
| STARSPOORT ACADEMY           |
| STE AHMED ET COMPANY         |
| STE DAHMANE ET FILS          |
| STE IMMOBILIERE MEMO-        |
| STE TUN DE MANAG HOTE        |
| STE ZOUBLI ASSAINISSEM       |
| STEG                         |
| STIS NEGOCE                  |
| STMHA                        |
| STRATEGIES CONSEIL           |
| SWIM FAST                    |
| TBS                          |
| TES UK                       |
| TICONTENU                    |
| TOPNET                       |
| TUNISIAN BRITISH CHAMB       |
| TUNISIE SERVICES             |
| TUNISIE TELECOM              |
| PERFECT -HOME                |
| GRANT THORNTON               |
| B.M TRAVEL                   |
| HOTEL MOVENPICK              |
| MH AVOCATS                   |
| MYTEK INFORMATIQUE           |
| RENAISSANCE                  |
| ISTIP(teacher inducatin pane |
| IMPRIMERIE BITMAP            |
| STE ECO BLANC                |
| SCSI                         |
| DECATHLON                    |
| IXL LEARNING                 |
| NORSUD                       |
| NAIMA ZARKAOUI               |
| CAMBRIDGE ASSESSMENT         |

|                          |
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| TTA                      |
| LAC IMMOBILIERE TERRAI   |
| MAITRE RIM BELHADJ       |
| COMPASS                  |
| MUTUSERVICES             |
| PROMOCOM                 |
| CHARANGA                 |
| Club Anglais             |
| APS                      |
| STE GTC - SUARL          |
| PWC                      |
| PULIRE                   |
| Point d'encre            |
| TUNISIE RECYCLAGE        |
| Hammami Marouene (Lacus) |
| GT TUNISIE AUDIT ET CON  |
| GT CTCA                  |
| IMP -ER-RIDHA            |
| SOMITEL                  |
| LASER SHOP               |
| E.P.C.C                  |
| ASCII                    |
| KHROUF ENTREPRISE        |
| CETBI                    |
| ACADEMICIS               |
| PROMEDUC DISTRIBUTION    |
| EL AOUDA EDITION DISTRI  |
| ALMANARA IMPRESSION      |
| MC VITRES                |
| PALLAS                   |
| CIMEF SA                 |
| STE CARTHAGE LOISIRS     |
| STE SMS BIO              |
| S-CAPADE                 |
| LAQUIMCO                 |
| ISAMS LTD                |
| DAR EL MARSA             |
| TUNISIANET               |
| POWER GOLD ENERGY        |
| Worldwide Teaching       |

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| CNT                      |
| CELECTRONIX              |
| KLARRION                 |
| REAL GROUP               |
| URBA FLEX                |
| TIP                      |
| TEP PLUS                 |
| Ferchiou&Associés        |
| ZIMEN                    |
| STE EL AMID              |
| AFFARIYET                |
| IGLOO SOLUTIONS DESIGN   |
| GREENCO                  |
| UNIVERSITY OF SUNDERLAND |
| ISI INSPECTION           |
| STICKMAN                 |
| RITEJ RECUTEMENT         |
| TECHNOQUIP               |
| 2B TRADING               |
| SOUILAH ELECTRONIQUE     |
| STMS                     |
| DAR MARSABUBES           |
| MAISON DE LA BALANCE     |
| PROMOLAB                 |
| STUDIO MOGLI             |
| NEG                      |
| HACHETTE                 |
| CLASSOOS UK LTD          |
| HABIB FAYADH ART ET DE   |
| CAP-BON SECURITE ET S    |
| OXFORD                   |
| PRET A MANGER            |
| ABIDI HICHEM             |
| S.CHERIF CONSULTING      |
| STE TUNISIENNE FLUIDE    |
| SMI                      |
| ACADEMIE DES METIERS     |
| ABRACADABRA              |
| RAYART                   |
| YOUR ZONE ACADEMY        |

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| B.E.H                       |
| AMS LABO                    |
| TLS                         |
| DAR BOURAOUI                |
| DIGIPRINT                   |
| SMARTLEAP                   |
| INNOVA MEDIAS S.A.          |
| DOT COM                     |
| CSJE                        |
| NETS                        |
| POUFFY                      |
| ZG-HOME                     |
| TPC                         |
| STE SORAMATEX CONFEC        |
| DAR ZAGHOUAN                |
| ARTES SA                    |
| STE YAMEN DECO              |
| SOGECO                      |
| ACROGYM                     |
| SOTUIM                      |
| SUCCESS IN SCHOOLS          |
| OXYGENE                     |
| PBC                         |
| STE ESPACE CHAUD ET F       |
| GO MAXX                     |
| SPORT CONCEPT               |
| GAME PRODUCTION             |
| ELIXIR L'ALIMENTATION M     |
| STE AL MGHERBI DES ARTS     |
| SAFETY ARSENAL TECH         |
| STE INFO EXPERT             |
| STE CASA VERDE              |
| GARAGE TRABELSI BEN A       |
| Britus International School |
| CanDo Design and Consulti   |
| Dance Beauty Ines Hannana   |
| LASSOUED KADRI              |
| STWS                        |
| STE MAD                     |
| CARTHAGE LAND               |

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| KAWTHER HYGIENES          |
| STE TOPCOM DE PEINTU      |
| BILEL HAQUET              |
| KENZA REPRESENTATIONS     |
| PROBITY TEACHING          |
| STE GO TRAINING           |
| The little thinking minds |
| TUNISIAN BARTENDER EV     |
| SCPE                      |
| BUREAU DESIGN             |
| Librairie Hiba Scolaire   |
| FRANKLIN COVEY            |
| Educators Abroad Ltd      |
| STE ALPHA FORD            |
| KNOCK KNOCK               |
| TWINKLE                   |
| ELITE SECURITY            |
| SOCIETE PUBLIK            |
| TNEJEM TRADING            |
| Orange                    |
| BOLT                      |
| ATHLETICA                 |
| RTCI                      |
| Bois et Décors            |
| SOCIETE HERGLA PARC       |
| SOMOPRINT                 |
| LE GOURMET                |
| SOCIETE SARL " TECHNIC    |
| STE NAIJA QUINCAILLERIE   |
| HOBBYSTART                |
| M EVENT                   |
| MATERNA                   |
| SDS                       |
| Ricom S                   |
| QUINCAILLERIE EL ANDAL    |
| RISEUP                    |
| ALA BENHAMAD              |
| VOS VOYAGE .TN            |
| PROLOGIC TUNISIE          |
| COM SOLUTION TUNISIE      |

|                 |
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| ATELIER WS      |
| T.R.P.A TUNISIE |