



Procurement Policy Integra Foundation

All procurement decisions must be transparent, fair and impartial. One of the key pillars of the Integra Foundation is "responsible and transparent stewardship towards our donors and the communities we help."

Integra places the responsibility for judicious spending of financial donations on a high priority, whether from a private donor or from a large institutional donor. Integra wants to support open, transparent and traceable operations and obtain the required quality of services, supplies or works at the best possible price.

Procurement Policies are first of all subject to the laws of the Slovak Republic, and by extension, of the EU.

In compliance with Section 1 (12) (c) of Act No. 343/2015 of the Slovak Republic, as expenses intended for development cooperation, this policy relates in particular to the expenses incurred in partner third countries or in direct connection with the implementation of development aid, aimed at promoting sustainable development in partner countries or humanitarian aid.

Procurement of goods, construction works, and services form an important part of project implementation.

Integra is obliged to apply the principle of equal treatment and the principle of non-discrimination of applicants/candidates when awarding contracts for goods, services and works.

Types of contracts that are guided by these procurement policies:

1. A contract for the supply of goods is a contract having as its object the purchase of goods; it may also include activities related to the placement and assembly of goods.
2. A contract for the execution of construction works is a contract the subject of which is the elaboration of construction project documentation, the execution of construction works or the execution of a construction.
3. A service contract is a contract whose object is to provide a service.

Integra shall proceed with the following rules when awarding the contract:

Direct contracting:

Integra may award the contract for the delivery of goods and/or provision of services and/or execution of construction works directly if the value of contract is below EUR

50,000 excluding VAT. Amounts above 10,000 EUR need to be approved by the Integra Director.

The supplier to whom Integra will award the contract directly will be determined on the basis of the previous experience of Integra or the contractual project partner, references, advertising, information obtained on the Internet and the like. Integra must follow the principle of economic efficiency and must not knowingly award a contract directly to a supplier that would provide unfavourable conditions for contract implementation. A direct contract may be awarded through a direct purchase order. The contract may be directly ordered provided the documents accompanying the subject of the contract are sufficient for its use, for possible claims in case any defect identified while under warranty, or for exercising other rights in the future. All situations that arise will be agreed in the contract in writing.

Awarding contracts based on market price research

Integra may award the contract for the delivery of goods and/or for provision of services and/or for execution of construction works based on a market survey if the value of contract is higher or equals to EUR 50,000 excluding VAT. Integra will select the supplier from amongst the potential suppliers based on the information on contract subject, respecting the principle of economic efficiency, such that the costs incurred for performing the survey correspond to its quality and price.

Integra must carry out a market survey with at least three selected suppliers that are entitled to deliver goods, provide services, perform construction work being the subject of the survey, with whom Integra has had prior positive experience/or have positive references.

The market survey may be performed electronically - by e-mail survey or written correspondence if written correspondence is relevant. Integra will send a call for tenders to the selected candidates. The call for tenders must contain: a) description of the goods or services, b) precise definition of the subject of the contract, c) place, date and method of submitting the price offer, d) criteria and method of evaluation of bids, e) required delivery date, f) bid bindingness, g) other relevant data.

Integra is obliged to set up a commission of at least 3 members to evaluate the submitted bids. From the evaluated survey, the Integra will prepare Minutes from the performed market survey containing, inter alia, a solemn declaration by the members of the commission that they are not in a conflict of interest. At the same time, Integra shall document the market survey and the evaluation of the market survey with relevant documents - sending a call for tenders to selected suppliers; submitted price offer.