



## Procurement Policy 2023 – London, The Gambia & Uganda

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<b>Amendments</b>	November 2023, updated to include and reflect Units
<b>Related Policies &amp; Procedures</b>	<a href="#">Financial Regulations</a> , <a href="#">Anti Bribery Policy</a> , <a href="#">Conflict of Interest Policy</a> ; <a href="#">Credit Card Policy</a>

### 1. SCOPE

- 1.1 This Procurement Policy (“Policy”) applies to all London School of Hygiene and Tropical Medicine (“LSHTM”), African Units (Uganda and The Gambia) staff and contractors who are involved at any stage of a procurement process.
- 1.2 Adherence to the Procurement Policy is both an individual and an organisational responsibility under LSHTM’s Financial Regulations.

### 2. PURPOSE AND OVERVIEW

- 2.1 The policy sets out the aims of LSHTM procurement, how they will be delivered and is supported by guidance and advice provided by the Procurement teams in London, Uganda and The Gambia. Procurement officials and other personnel involved in procurement processes shall be responsible for observing the provisions contained in this policy in accordance with a principled performance approach.

### 3. POLICY

#### Policy Objectives

- 3.1 This policy aims to ensure that all LSHTM procurement activities
  - provide value for money and effective competition
  - fairness, integrity and transparency
  - align to LSHTM strategy, values & relevant policies
  - meet legal, regulatory and funder obligations
  - support sustainability and social responsibility aims

#### Procurement related roles and responsibilities

- 3.2 Stakeholders, including requisitioners, approvers, budget holders and others involved in specifying and purchasing, are required to comply with this policy including
  - Engaging early with the Procurement Teams
  - Using contracted suppliers (see Appendix 1)
  - Using POs for all spend (local exceptions may apply, please ask your Procurement Team)



- 3.3 Only LSHTM staff with appropriate budgetary delegated authorities can commit expenditure, authorise invoice payment or agree and sign contracts. Please refer to the Financial Regulations for more details.
- 3.4 Expenditure made using an LSHTM credit card must comply with the credit card policy.
- 3.5 The Procurement Teams in London, Uganda and The Gambia provide local guidance and support for procurement activities in line with this policy and country specific operating procedures.
- 3.6 The Procurement Teams adopt a strategic approach and will, wherever possible, take a long-term and cross-functional view of the opportunities and risks of procurement activities.
- 3.7 LSHTM is a Contracting Authority under the Public Contract Regulations 2015 and the Procurement Act 2023 and must therefore comply with relevant legal and regulatory requirements, as well as, guidance from the Office for Students.

#### **Sustainable Procurement**

- 3.8 All procurement activities should align with and support with the LSHTM Environmental Management System (certificated to ISO14001:2015). Sustainability considerations will be integrated throughout the complete procurement cycle.

#### **Procurement Ethics**

- 3.9 The Procurement Team will keep a conflict of interest register for all formal tendering activities; individuals may be excluded from tendering processes by the Head of Procurement.
- 3.10 Those involved in procurement activities must comply with the LSHTM Conflict of Interest Policy
- 3.11 Private purchases, including purchases for a third party through LSHTM channels, are not permitted.
- 3.12 Treat all suppliers in an equitable manner in line with the principle of fairness, integrity and transparency in the procurement process.

#### **4. Review**

- 4.1 This Policy will be reviewed every two years and updated as required. This policy is supported by procurement procedures, processes and guidance available on the intranets in London, the Gambia and Uganda, along with support and advice from Procurement.

## 5. APPENDIX - Choosing the Most Appropriate Procurement Route

LSHTM has contracts/agreements with various suppliers for the main services & supplies that we buy, so most decisions about the procurement route you should use are straightforward.

