



# European Nursing Research Foundation

## INTERNAL PROCUREMENT PROCEDURE

1. This procedure is applicable to all purchases made by European Nursing Research Foundation, or on its behalf. Also, recurrent purchases and subscriptions will be subject to this procedure.
2. The goal of this procedure is in view of the ENRF budget, to carefully assess the need for certain purchases, and to safeguard the price quality relationship of all important procurement needs.
3. A difference is made between General and Administrative expenses on the one hand, and Research/Project expenses on the other hand.

#### 4. Research/Project expenses

For research/project expenses, three independent offers from different suppliers need to be obtained by the Secretary General (SG), in the format of a Request for Proposal. The SG will present these offers in a 'Purchase Requisition' (hereafter 'PR') to the Board of Directors (BOD). The PR will include a short evaluation of the price, quality, and differentiating elements, as well as the recommendation of the SG.

The BOD will make the final decision on the chosen offer and supplier, and will communicate this to the SG by mail.

An exception to the requirement of three offers can be made if:

- The BOD waives the need for three offers, as it deems it is not appropriate given the type of research funding.
- There is just one supplier available for the goods or services to be ordered
- Goods or services required can only be obtained for a certain vendor, for reasons of safety or standardization

All documentation related to the different offers will be kept for a minimum of 5 years.

#### 5. General and administrative expenses

- 5.1. For purchases **above the amount of 5,000 EUR**, three independent offers from different suppliers need to be obtained by the Secretary General.
  - If these purchases are covered within the general ENRF budget approved by the Board of Directors (BOD), the Secretary General (SG) can autonomously decide on the chosen offer, based on the best price quality proportion.



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- If however, these purchases are not covered within the general approved budget, the SG will present these offers in a ‘Purchase Requisition’ (hereafter ‘PR’) to the BOD. The PR will include a short evaluation of the price, quality, and differentiating elements, as well as the recommendation of the SG. The BOD will make the final decision on the chosen offer and supplier, and will communicate this to the SG by mail.

An exception to the requirement of three offers can be made if:

- The BOD waives the need for three offers, as it deems it is not appropriate
- There is just one supplier available for the goods or services to be ordered
- Goods or services required can only be obtained for a certain vendor, for reasons of safety or standardization

All documentation related to the different offers will be kept for a minimum of 5 years.

5.2. For purchases for an amount **below 5,000 EUR**, and in order to ensure a smooth functioning of the Foundation, it is not necessary to collect three offers from different suppliers or to make a formal purchase order. The SG can decide on these purchases in good faith, and keeping in mind the interests of ENRF, provided these expenses don’t exceed the overall approved budget.

6. If suppliers need to have access to confidential information (before or after offer), a Non-Disclosure Agreement (‘NDA’) will need to be signed by the supplier.

Approved by the Board of Directors,

Date:

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