

PROCUREMENT POLICY

Type of document:	Policy
Adopted by:	The Board, 2021 – 10–28
Responsible for the document:	The Secretary-General
Last updated:	2025 – 12- 06
Last reviewed:	2025 – 12 - 06

This policy lays the ground for Left International Forum's procurements. It includes all procurements made within the organisation and those conducted by other stakeholders whose operations are funded by funds received by Left International Forum.

1. Background

Left International Forum's operations must be characterised by the effective use of resources, good administration, transparency, and the counteraction of corruption and other irregularities. A way to obtain that is through cost-efficient and transparent procurements. Therefore, procurements conducted by Left International Forum or by stakeholders whose operations are funded by Left International Forum must always be as economical and appropriate as possible. Furthermore, procurements must be characterised by transparency, equal treatment, non-discrimination, business acumen and objectivity.

2. Procurement procedure

Purchases up to SEK 250,000 (excluding VAT)

No price comparison or procurement is required. However, the invoice or receipt, together with the accompanying documentation, must clearly show the basis for the cost.

Purchases over SEK 250 000 (excluding VAT)

Written price comparisons must be made for all procurements (both goods and services). Written price information and comparisons must be obtained from at least three suppliers, and the decision on the chosen supplier must be documented in writing.

Purchases over SEK 500 000 (excluding VAT)

A selective procurement must be carried out for all procurements (both goods and services). Selective procurement means that at least three suppliers are invited in writing to submit written tenders. See also 3. Rules for selective and open procurement.



Purchases over SEK 2 000 0000 (excluding VAT)

An open procurement must be conducted for all procurements (goods and services). Open procurement means that anyone who so wishes may submit a tender by responding to the advertisement for the assignment. See also 3. Rules for selective and open procurement.

All tender procedures must be open to both domestic and foreign tenders, and tenders must be treated equally. The languages used are Swedish and English. For procurements outside Sweden, the amount limits must be adapted to local conditions. Therefore, the amount limits are translated into local currency amounts that correspond to the value of goods and/or services. However, the Swedish amount limits are always the maximum amount.

3. Rules for selective and open procurement

In the tender procedure, only the criteria specified in the request may be considered.

The person invited to submit a tender must be able to count on being considered as a supplier. Therefore, tenders may not be requested solely for comparison purposes.

The tender considered most favourable when all criteria are taken into account is the one to be accepted.

Tenders received after the specified deadline must be rejected.

Suppliers who are invited to submit tenders must be varied as far as possible.

All tenders received must be documented.

Decisions on the selected tender must be documented with reasons and signed by the responsible person.

Both the selected tenderer and the tenderers whose tenders have not been accepted must be notified in writing as soon as the decision is made.

Contracts may not be split to lower thresholds.

All procurements must consider environmentally sustainable development, and suppliers must produce and deliver their goods/services in the most environmentally friendly way.

All procurement must consider fundamental human rights. There may be no forced labour or child labour at any stage. Working conditions must meet the minimum standards set out in the ILO's core conventions. Suppliers who violate fundamental human rights are not accepted.



4. The procurement process

The Left International Forum decides on the scope of the assignment, develops goals and assessment criteria, sets the budget, and chooses the selection method.

A committee, consisting of at least two officials, is appointed to handle the procurement process.

An announcement or invitation is issued in which instructions, ToR, and the draft agreement are stated.

At the end of the deadline, tenders received in writing are documented and assessed against the predetermined criteria.

Excluded from the assessment is the tenderer who:

Has gone bankrupt or whose business is managed by a bankruptcy trustee or court. (Does not apply to the procurement of goods.)

Has a judgment on a severe error in professional or unfulfilled obligations regarding taxes or social security contributions payments.

Has a conviction for fraud, corruption, involvement in criminal organisations, money laundering, terrorist financing, child labour, other human trafficking, or other illegal activities.

Is on the EU restrictive measures list.

5. Advertising and timelines

Advertising can take place on websites, in newspapers, and through various other channels.

The set deadline must take into account how complicated the procurement is and how long the tenderer may be expected to need to prepare a tender. The deadline is stated in the advertisement or invitation.

Open procedure

The time limit must be at least 30 days from the first day of advertising.

Selective procedure

The time limit must be at least 30 days from the date the request is sent out.

6. Exceptions

Three suppliers cannot be found.

As many suppliers as possible should still be sought, and the trials should be documented.



Businesslikeness

If a tenderer has violated good practice, a contract would harm the Left International Forum.

7. Agreement

Contracts are entered into between Left International Forum and the selected supplier.

An addition to the current contract without a negotiated procedure can change a contract. This is provided that no threshold values are exceeded.

8. Documentation and archiving

Tender invitations, tenders, tender evaluations, and decisions must be retained for 7 years from the date the assignment is finalised. Arguments that form the basis for exceptions must also be documented and archived.

9. Ownership and follow-up

This policy is reviewed annually by the Board of Left International Forum. The Secretary-General is responsible for ensuring compliance with the policy and related documents and that they remain up-to-date and relevant.

Related documents:

- Financial Procedure Guidelines
- Agreements between Left International Forum and its financiers
- Agreements between Left International Forum and its cooperating partners.