

GLOBAL INTERNAL AUDIT SERVICES

WORKING PAPER - INTERNAL – CONFIDENTIAL

Audit Title: Purchasing

Audit No.: 15/2007

Vendor selection & competitive bidding process Creation Date: 14/02/2007

Work Done			Ref.
Recorded vendor selection and competitive bidding process			C-1-600
Reviewed purchasing guidelines			C-1-610
Sample: Examined 10 calls for bids and their related offers			C-1-620
Sample: Examined vendor selection process for different vendors with regard to compliance with approval procedures			C-1-630
Observation/Findings	Risk (optional)	Recommendation (optional)	Ref. to Working Paper / Report
Good business practice requires that at least two offers from external vendors be available prior to award of contract. This requirement has not been included in the purchasing guidelines.	Business and financial risk	A rule is to be added to the purchasing guidelines requiring the solicitation of at least two offers from external vendors.	C-1-610
The practice of soliciting at least two bids from external vendors prior to award of contract has not been implemented in all Purchasing areas.	Business and financial risk	The above rule is to be implemented in all Purchasing areas.	C-1-600