

## 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