

4.5 Procuring assets

Assets must be identified as such in the **procurement plan** and estimated lead times as well as processes (for example, quote-based, national or international tenders) must be defined in the procurement plan, so that the procurement processes can begin in time. If an asset must be procured through an international **tender**, the delivery lead time will be longer than if it only requires the collection of quotes. The procurement plan should also identify which assets or groups of assets will require procurement **waivers**, where derogations are required.

Before procuring new assets, make sure there are no existing assets that can fulfil the same role. Sharing assets between projects is a way of achieving **value for money**, but not all donors will allow it.

When purchased assets are delivered, a **GRN** must be raised and kept in the GRN files, with a reference to it on the **asset register** so it is easy to trace if necessary.

Seek advice from your regional Logistics Coordinator, as they will be aware of the donor requirements and can tell you about assets that could be used for your project (this is particularly true for vehicles).

For details about the different procurement processes and respective requirements, refer to Chapter 1.