



12/2/2025

Procurement Policy

BW-P2501

Purpose

This policy establishes guidelines for the procurement of goods and services in order to ensure transparency/fairness at all times, maintain compliance with legal requirements, and to prevent conflicts of interest in ethical practices. **All purchase except the recurring expenses must follow the Procurement Procedure (PPP-BW-P2402).**

1. Vendor Selection

- 1.1 **Quotation Requirement:** The Logistics Officer must obtain **at least three quotations** for high-value purchases. These include purchases that are not recurring like stationary, meals, etc.
- 1.2 **Vendor Review:** Procuring Officers must evaluate and select vendors based on **price, quality, and fairness**.
- 1.3 **Approved Vendor List (AVL):** An AVL will be maintained by the financial controller and updated **quarterly** to ensure a pool of reliable vendors.

2. Ethical Procurement & Vendor Relationships

All procurement activities must adhere to the highest standards of fairness, ethics, and transparency. The following are strictly prohibited:

- 2.1 **Personal or Business Relationships:** Procurement staff must not engage in personal or business relationships with vendors that could influence decision-making.
- 2.2 **Conflict of Interest:** Manipulating vendor selection for personal gain or benefit is strictly prohibited.
- 2.3 **Breach of Communication Policy:** Requests for purchases without the knowledge of your Head of Department is unacceptable.
- 2.4 **Disciplinary Action:** Violations of procurement or communication policies may lead to disciplinary measures.

3. Communication Policy

- 3.1 **Professional Conduct:** All communication with vendors must be professional, transparent, and documented.
- 3.2 **Confidentiality:** Employees must not share confidential company information with vendors unless authorized.
- 3.3 **Reporting Violations:** Employees must report any breaches of communication or procurement policies to their respective head of departments.

4 Tracking & Monitoring

Procurement activities will be **tracked and monitored** through:

- 4.1 **SAP Business One** for recording transactions. Any purchase that is not recorded within the company's ERP Software, must not be reconciled.
- 4.2 **Budget control** to ensure financial oversight. Budgets are in order to provision swift and smooth run of operations.
- 4.3 **Quarterly procurement reports** for compliance checks.

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