



9/12/2024

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.

1. Vendor Selection

- 1.1 Quotation Requirement:** The Logistics Officer must obtain **at least three quotations** for high-value purchases (\$100 Threshold for HQ). These exclude purchases that are recurring like stationary, meals, etc. and Emergency Purchases (Vehicle R&M, Scope of Work Stoppage)
- 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 ensure fairness and transparency. The following are 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 unaccepted.
- 2.4 Disciplinary Action:** Violations of procurement or communication policies may lead to disciplinary measures.

3. Communication

- 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** All transactions, regardless of amount, must be recorded in SAP Business One. Purchases not recorded in the ERP system cannot be reconciled.
- 4.2 Budget control** to ensure financial oversight. Budgets are in order to provision swift and smooth run of operations.
- 4.3 Audit:** A procuring council will oversee the HQ expenses on a monthly basis to inspect for growth in cost-saving alternatives as well as promote transparency in requests and provision. This council will be composed of 3, and rotated every 6 months.

5. Verification

- 5.1** All purchases must be invoice-verified, otherwise, will not be reconciled.
- 5.2** Purchases out of scope of work – without prior approval, are not deemed necessary henceforth.
- 5.3** All Vendor must be arranged with necessary vendor agreements.

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General Manager

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