

Procurement Policy

Objective: The Procurement Policy aims to establish a structured, fair, and transparent approach to acquiring goods and services, ensuring cost-effectiveness, quality assurance, and compliance with all legal and regulatory requirements. This policy provides a framework for efficient procurement processes that support organisational goals.

Scope: This policy applies to all employees involved in procurement activities, including sourcing, purchasing, contract management, and supplier relationships. It covers all types of procurement, including goods, services, and works.

Key Principles:

1. **Transparency and Fairness** – Procurement processes must be conducted in a transparent and open manner, ensuring equal opportunities for suppliers.
2. **Value for Money** – All procurement decisions should aim to achieve the best value for money by balancing cost, quality, sustainability, and service levels.
3. **Legal and Regulatory Compliance** – Procurement activities must adhere to relevant laws, policies, and industry regulations.
4. **Accountability and Responsibility** – All employees involved in procurement must maintain integrity, uphold ethical standards, and ensure due diligence in supplier selection.
5. **Sustainability and Ethical Considerations** – Environmental impact, corporate social responsibility, and ethical labour practices must be considered in all procurement decisions.
6. **Efficiency and Effectiveness** – The procurement process must be structured to minimise waste, optimise resource utilisation, and enhance operational efficiency.

Implementation:

- **Standardised Procurement Procedures:** Develop and maintain procurement guidelines that provide clear instructions on procurement processes, approvals, and documentation requirements.
- **Procurement Planning:** Establish procurement plans that align with organisational objectives, ensuring timely acquisitions and budgetary control.
- **Supplier Management:** Implement supplier evaluation criteria, prequalification processes, and performance assessments to ensure reliability and quality.
- **Contract and Risk Management:** Define contract management procedures, including performance monitoring, dispute resolution, and risk mitigation strategies.
- **Procurement Training and Capacity Building:** Provide training programs to procurement personnel to enhance compliance, efficiency, and professional development.

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- **Audit and Compliance Monitoring:** Conduct regular internal and external audits to ensure adherence to the procurement policy and identify areas for improvement.

Review and Continuous Improvement: This policy will be reviewed periodically to incorporate changes in legal requirements, industry standards, and organisational needs. Amendments will be made as necessary to improve procurement processes and ensure continued alignment with best practices.