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Procurement Policy

General Remarks

The Procurement policy comprises the definition of principles, objectives and directives that shall orient the development and management of purchases by the Foundation.

1. Objectives

Support the development of purchases by the Foundation, considering a set of processes developed from the requisition of goods and services to the closure of contract or receipt and storage of goods.

2. Foundation Identity and Core Statements

The Foundation aims mainly at contributing to a sustainable development of the community, acknowledging and respecting its potentials, values and needs.

The approach is based on a strategy of broadly structured social investment, designed for short-, medium- and long-term horizons, and professionally managed. This strategy is constructed jointly with government and civil society organizations, based on a shared vision. This distinctive approach taken by the Foundation makes it a model in terms of developing links and partnerships between the public and private sectors, leveraging local resources.

The strategies for the development of policies are based on the following premises:

- Mission, Vision and Values of the Foundation;
- Strategic Planning;
- Focus Areas: Entrepreneurship, Education for Work, Health and Environment, Culture and Sports.

3. Directives

The Foundation shall give preference to local vendors and that adopt environmentally friendly practices. During the procurement process, qualification of vendors is highly recommended, in order to avoid negative social and environmental liabilities.

Some directives must be followed in the process of performing purchases:

- Assure fairness, integrity and transparency in procurement processes;
- Support local labour by working with local sub-contractors, partners and suppliers, as well as, sharing knowledge where practicable;
- Where applicable, provide training and support to suppliers in order to ensure the necessary quality, and common understanding on social and environmental issues;
- Suppliers must comply with all Omani applicable laws, codes or regulations;
- Make sure that suppliers and contractors are not complicit in human rights abuses, such as forced and compulsory labor, child labor, discrimination in respect of employment and occupation, among others;
- No purchase may be performed without approved budget;
- Only authorized personnel may submit a Purchase Request (PR);
- Check for existing contract associated to any purchase process (goods or services) before starting any purchase process;
- All contracts have to be legally approved (by the Foundation legal advisor) before being signed by the supplier;
- All processes shall be tendered with at least three potential suppliers. If it's not possible, the process needs to be justified;

4. Processes

4.1 Planning

The procurement planning process includes the required activities to ensure that the purchases needed by the Foundation will be identified in compliance with time, cost and quality requirements.

These activities are:

- Identify the purchases needed;
- Evaluate the purchase 's priority;
- Align the time requirement of the purchase;
- Develop the Procurement map where applicable.

4.2 Conducting purchase

This process presents the main activities to conduct a purchase within the Jusoor Foundation. It includes:

- Purchase Request;
- Weighting Proposals;
- Purchase Order;
- Due diligence;
- Receipt and Storage;
- Supplier Evaluation.

4.3 Contract Management

The Contract Management process aims at ensuring that the execution of the contract will be performed according to the purchase order / contract established between the parties.

In order to accomplish this, the responsible personnel (Project Leader or Administrative support) shall follow up the activities and requirements defined in the purchase order / contract.

4.4 Closure

This process includes the activities to ensure that the procurement processes were finalized according to the planned activities.

The responsible personnel for the process (Project Leader or Administrative Support) shall verify and ensure that in the purchase:

- All requirements have been met in compliance with the purchase order / contract;
- The Supplier Evaluation was executed and results were communicated to the stakeholders (e.g.: suppliers, managers, etc.);
- The Vendor List was reviewed.

5. Glossary

Due Diligence - Due diligence is a comprehensive and proactive process to identify the actual or potential non-conformities, aiming at avoiding, mitigating or eliminating it. (e.g.: Due diligence of a specific material is to monitor all process, starting from the approval of a purchase order to the inspection of a deliverable, including internal process of the supplier (loading, transportation and disposal of the material).

6. Reference

Finance Policy

7. Appendix

Not applicable.