

## Stellar Care LTD Procurement Policy

**1. Purpose** The purpose of this Procurement Policy is to ensure that all procurement activities at Stellar Care LTD are conducted in a fair, transparent, and cost-effective manner, while complying with all relevant laws and regulations.

**2. Scope** This policy applies to all employees, contractors, and agents involved in the procurement of goods and services on behalf of Stellar Care LTD.

### 3. Principles

- **Transparency:** All procurement activities will be conducted openly and transparently.
- **Fairness:** All suppliers and contractors will be treated fairly and equally.
- **Value for Money:** Procurement decisions will be made based on achieving the best value for money.
- **Compliance:** All procurement activities will comply with relevant laws, regulations, and internal policies.

### 4. Procurement Process 4.1. Needs Assessment

- Identify the need for goods or services.
- Obtain approval from the relevant department head.

### 4.2. Supplier Selection

- Conduct market research to identify potential suppliers.
- Evaluate suppliers based on criteria such as price, quality, reliability, and compliance with ethical standards.

### 4.3. Request for Quotation (RFQ)

- Issue an RFQ to selected suppliers.
- Ensure that the RFQ includes clear specifications and terms of reference.

### 4.4. Evaluation and Selection

- Evaluate quotations based on predefined criteria.
- Select the supplier that offers the best value for money.

#### **4.5. Contract Award**

- Prepare and sign a contract with the selected supplier.
- Ensure that the contract includes all necessary terms and conditions.

#### **5. Ethical Standards**

- All procurement activities will be conducted with the highest ethical standards.
- Employees involved in procurement must avoid conflicts of interest and disclose any potential conflicts.

#### **6. Record Keeping**

- Maintain accurate records of all procurement activities, including quotations, evaluations, contracts, and approvals.
- Ensure that records are stored securely and are accessible for audit purposes.

#### **7. Monitoring and Review**

- Regularly monitor procurement activities to ensure compliance with this policy.
- Review and update the policy as necessary to reflect changes in laws, regulations, and best practices.

#### **8. Training**

- Provide training to employees involved in procurement to ensure they understand and comply with this policy.

#### **9. Non-Compliance**

- Any non-compliance with this policy will be investigated and may result in disciplinary action.

#### **10. Approval and Implementation**

- This policy is approved by the Board of Directors and is effective from [Date].
- All employees, contractors, and agents must adhere to this policy.

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By following this Procurement Policy, Stellar Care LTD ensures that all procurement activities are conducted in a manner that is ethical, transparent, and delivers the best value for money.