



Procurement Policy

Introduction

The laboratory is committed to ensuring that all procurement activities are conducted in a manner that is fair, transparent, and in accordance with relevant laws and regulations. This Procurement Policy outlines the laboratory's approach to procurement and sets out the steps that it will take to ensure that all procurement activities are conducted in an ethical and responsible manner.

Purpose

The purpose of this policy is to ensure that the laboratory's procurement activities are conducted in a manner that is fair, transparent, and in accordance with relevant laws and regulations.

Scope

This policy applies to all procurement activities undertaken by the laboratory, including the procurement of goods, services, and works.

Policy

The laboratory's procurement activities will be guided by the following objectives:

- To obtain value for money;
- To ensure that procurement is conducted in a fair, transparent, and ethical manner;
- To comply with relevant laws and regulations;
- To minimize the environmental impact of procurement activities; and
- To support the development of local communities.
- Procurement Process: The laboratory will follow a structured procurement process, which will include the following steps:
 - Identifying the need for procurement;
 - Defining the procurement requirements;
 - Sourcing potential suppliers;
 - Evaluating proposals and selecting suppliers;
 - Negotiating contracts; and
 - Managing contracts and supplier relationships.

The laboratory will ensure that all procurement activities are conducted in an ethical and responsible manner and will not engage in any activities that are illegal, unethical, or violate the laboratory's values and principles.

The laboratory will ensure that procurement activities are conducted in a transparent manner and will make all procurement-related information available to interested parties, subject to any confidentiality or other restrictions required by law.

The laboratory will manage its relationships with suppliers in a professional and ethical manner and will monitor the performance of suppliers to ensure that they are meeting their obligations under contracts.

The laboratory will regularly review its procurement practices and will take appropriate steps to improve its procurement processes and practices.

Conclusion

The laboratory is committed to ensuring that all procurement activities are conducted in a manner that is fair, transparent, and in accordance with relevant laws and regulations. This Procurement Policy provides a framework for the laboratory's approach to procurement and sets out the steps that it will take to ensure that all procurement activities are conducted in an ethical and responsible manner.