



Africa Healthcare Development Trust (AHDT)

Procurement Policy

Introduction

The Africa Healthcare Development Trust (AHDT) recognises the importance of efficient and effective procurement practices in achieving our mission of improving healthcare in underprivileged communities. This Procurement Policy outlines the principles and procedures guiding all procurement activities within AHDT.

Purpose

The purpose of this policy is to ensure that all procurement activities are conducted in a manner that is transparent, ethical, and yields the best value for the organisation while supporting our operational and strategic objectives.

Scope

This policy applies to all procurement activities undertaken by AHDT, including the procurement of goods, services, and works, regardless of the source of funding.

Procurement Principles

- **Transparency and Accountability:** Ensuring clear and open procurement processes.
- **Value for Money:** Achieving the optimal combination of quality, cost, and sustainability.
- **Compliance:** Adhering to all relevant legal and regulatory requirements.
- **Fairness and Integrity:** Ensuring fairness and integrity in all procurement processes.
- **Environmental and Social Responsibility:** Considering environmental and social impacts in procurement decisions.

Roles and Responsibilities

- **Executive Committee:** Oversight of procurement policy and procedures.
- **Procurement Department/Officer:** Management and execution of procurement activities.
- **All Staff and Volunteers:** Compliance with procurement policy in their respective procurement activities.

Procurement Procedures

- **Planning:** Adequate planning for all procurement activities to ensure alignment with AHDT's needs and objectives.

- **Supplier Selection:** Selection of suppliers based on criteria such as price, quality, reliability, and ethical standards.
- **Tendering Process:** Use of competitive tendering processes where appropriate.
- **Approval and Authorisation:** Establishment of clear thresholds for procurement approvals.
- **Conflict of Interest:** Declaration and management of any conflicts of interest in the procurement process.

Contract Management

- **Contract Negotiation and Award:** Ensuring contracts are negotiated fairly and awarded transparently.
- **Performance Monitoring:** Monitoring and managing supplier performance to ensure compliance with contractual terms and conditions.

Ethical Considerations

- **Anti-Bribery and Corruption:** Adherence to AHDT's Anti-Fraud, Bribery, and Corruption Policy in all procurement activities.
- **Supplier Relationships:** Maintaining professional and ethical relationships with all suppliers.

Training and Development

- **Procurement Training:** Providing training to relevant staff on procurement procedures and best practices.
- **Continuous Improvement:** Regular review and updating of procurement skills and knowledge.

Review and Update of the Policy

- **Regular Review:** This policy will be reviewed annually or as needed to ensure it remains effective and aligned with current best practices and regulations.
- **Amendments:** Any amendments to this policy will be approved by the executive committee.

Conclusion

This Procurement Policy is an essential component of AHDT's commitment to operational excellence and stewardship. By adhering to these principles and procedures, AHDT ensures that its procurement activities support our mission of delivering impactful healthcare services in a responsible, ethical, and efficient manner.