



EDUCATION
HUNAR AND RELIEF
DEVELOPMENT FOUNDATION

PROCUREMENT POLICY

This policy ensures EHRDF conducts all procurement transparently, fairly, and efficiently. It covers vendor selection, purchasing, and contract management, promoting ethical practices, accountability, and alignment with the organization's mission.

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Approved by:	Board of Directors
Effective Date:	May 2026
Contact:	admin@ehrdf.org

		Title			
EHRDF-PP-PO-02	1.0		1 May 26	01 of 04	Company Secretary
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1. Introduction

Education Hunar Relief Development Foundation (EHRDF) is committed to ensuring transparency, fairness, efficiency, and ethical conduct in all procurement activities. As a new and forward-looking organization, EHRDF aims to establish strong foundations of integrity and value in all acquisitions of goods, services, and works that support our educational and humanitarian mission.

2. Objectives

- To procure goods, services, and works of high quality, offering the best value in a timely manner to support EHRDF's programs and strategic objectives.
 - To promote open competition, fairness, and equal opportunity for vendors, suppliers, and contractors.
 - To ensure full compliance with applicable national and international laws, donor requirements, and ethical standards.
 - To mitigate risks including fraud, corruption, mismanagement, and conflicts of interest in the procurement process.
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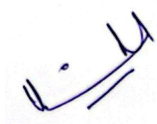
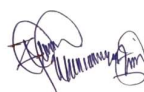
3. Scope

This policy applies to all procurement activities carried out by EHRDF, including but not limited to: acquisition of educational materials, professional services, construction and infrastructure, IT systems, consultancy, and other contractual engagements.

4. Key Principles

- **Transparency:** Procurement processes will be open and clear, with accessible information on requirements, procedures, evaluation, and outcomes.
 - **Fairness:** All suppliers and contractors will be treated equitably, without discrimination or bias.
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- **Competition:** EHRDF will encourage competitive procurement practices to ensure best value and innovation.
- **Integrity:** All staff and stakeholders must act with honesty and integrity, avoiding undue influence, corruption, or favoritism.
- **Efficiency:** Processes will be designed to minimize delays and costs while maximizing the effectiveness and impact of procured goods and services.

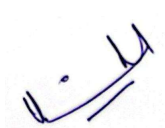
5. Procurement Procedures

- **Needs Assessment:** EHRDF shall conduct proper assessments to identify and justify the need for procurement, ensuring alignment with organizational priorities.
- **Sourcing:** Depending on the scale and nature of the procurement, EHRDF will use suitable methods such as open tendering, RFPs, RFQs, or direct procurement where justified.
- **Vendor Selection:** Proposals will be assessed using pre-established evaluation criteria (e.g., cost, quality, experience, compliance, social impact) to ensure objective selection.
- **Contracting:** Clear, legally compliant contracts will define roles, responsibilities, deliverables, timelines, and payment terms.
- **Monitoring and Evaluation:** EHRDF will monitor vendor performance throughout the project lifecycle to ensure accountability, timely delivery, and quality compliance.

6. Compliance and Ethics

- **Conflict of Interest:** All EHRDF personnel must declare any potential or actual conflicts of interest and avoid involvement in related procurement decisions.
- **Anti-Corruption:** EHRDF maintains a zero-tolerance policy toward bribery, kickbacks, and all forms of corruption. All stakeholders are expected to maintain the highest ethical standards.

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7. Recordkeeping and Documentation

- **Documentation:** EHRDF will maintain complete and accurate records of all procurement activities, including requisitions, bids, evaluation reports, contracts, and communication records.
- **Confidentiality:** Sensitive procurement information will be handled securely and in accordance with applicable data protection and privacy regulations.

8. Review and Revision

This Procurement Policy will be reviewed annually or as needed to reflect changes in legal frameworks, donor requirements, operational needs, and best practices.

9. Conclusion

As a newly established organization, EHRDF is committed to embedding integrity, accountability, and excellence in all procurement processes. This policy provides a strong framework to guide our procurement efforts, ensuring that every resource contributes effectively toward our mission of educational upliftment and skill development for underserved communities.

Approved by the Board of Directors May 01, 2026

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