



Procurement Policy

SUSTAINABLE DEVELOPMENT GOALS



Procurement Policy

1 Purpose

This procurement policy outlines the guidelines and procedures for purchasing goods and services at Tiger Motors Sdn Bhd, a used car dealer in Kuching, Sarawak. The policy aims to ensure efficient, cost-effective, and ethical procurement practices.

2 Scope

This policy applies to all employees involved in the procurement process, including but not limited to purchasing vehicles, parts, supplies, and services necessary for the operation of our used car dealership.

3 General Principles

- Transparency: All procurement activities must be conducted in a transparent manner.
- Fairness: All suppliers and vendors should be treated fairly and equally.
- Value for Money: Purchases should represent the best value for the company.
- Compliance: All procurement activities must comply with local laws and regulations.

4 Procurement Process

4.1 Vehicle Procurement

For purchasing used vehicles:

- Conduct thorough market research to identify potential vehicles.
- Perform comprehensive vehicle inspections before purchase.
- Negotiate prices based on market value and vehicle condition.
- Obtain approval from the designated manager for purchases above RM30,000.

4.2 Parts and Supplies

For purchasing parts and supplies:

- Maintain a list of approved suppliers.
- Obtain at least three quotations for purchases above RM2,000.
- Select suppliers based on quality, price, and reliability.
- Place orders through the company's approved procurement system.

4.3 Services

For procuring services (e.g., maintenance, marketing):

- Clearly define the scope of work required.
- Solicit proposals from at least three service providers for contracts above RM2,000.

- Evaluate proposals based on expertise, cost, and reliability.
- Obtain approval from senior management for service contracts above RM2,000.

5 Authorization Levels

The following authorization levels apply for procurement:

Up to RM1,000: Department Head

RM1,001 - RM2,000: Operation Manager

Above RM2,000: Managing Director

6 Conflict of Interest

Employees involved in procurement must disclose any potential conflicts of interest. They should not participate in procurement decisions where they have a personal or financial interest in the supplier.

7 Documentation

All procurement activities must be properly documented, including quotations, purchase orders, contracts, and receipts. These documents should be retained for at least seven years for audit purposes.

8 Ethical Considerations

Employees must adhere to the highest ethical standards in all procurement activities. This includes refusing gifts or favors from suppliers that may influence decision-making.

9 Policy Review

This procurement policy will be reviewed annually and updated as necessary to ensure it remains relevant and effective.

10 Non-Compliance

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

By following this procurement policy, Tiger Motors Sdn Bhd aims to maintain integrity, efficiency, and cost-effectiveness in all its purchasing activities, supporting our mission as a leading used car dealer in Kuching, Sarawak.