

P-02 Procurement Policy

Arden Energy Pty Ltd (ACN 660 438 219) · Version 1.0 · Effective 1 July 2026 · Next review 1 July 2027

1. Purpose and scope

This policy applies to every purchase of goods, works and services made by the company, and in particular to purchases paid in whole or part from grant or donor funding. The aim is best value for money, fair and open competition, and no conflict of interest. Where a funding agreement or funder rule is stricter, it applies.

Where a role is not yet filled, the Board appoints a person to carry out its duties until it is.

2. Principles

1. Value for money: quality, price, delivery and whole-life cost.
2. Competition: open and advertised unless a documented exception applies.
3. Transparency: every decision is written down and filed.
4. Integrity: no gifts, no conflicts, no splitting of orders to avoid a threshold.
5. No double funding: an item is bought for one funder only.

3. Methods and thresholds (USD or equivalent, contract value)

Contract value	Method
Up to 5,000	One written quote, price checked against the market
5,001 to 25,000	At least 3 written quotes
25,001 to 100,000	Request for Quotation (RFQ), at least 3 quotes from invited suppliers
Above 100,000	Open Invitation to Bid (ITB), advertised publicly
Consulting services above 10,000	Request for Proposals (RFP), at least 3 proposals, scored on quality and price

4. Process

1. The Procurement and Contracts Officer prepares the tender documents, with technical specifications supplied by the Project Coordinator or the relevant expert.
2. The tender is open for at least 14 days for RFQ and 28 days for ITB.
3. Bids are received sealed or by a dedicated email address and opened by two people.

4. An evaluation committee of at least three people, which may include an external expert, none with a conflict of interest, scores each bid against criteria fixed before the bids are opened. A written evaluation report is filed.
5. The Board approves the award on the committee's recommendation and signs the contract.
6. A procurement register records every procurement, its method, bidders, scores, award and value.

5. Direct or limited procurement

Allowed only where there is one capable supplier, an emergency, or a repeat order of an already competed contract. The reason is written down, the Board approves it before contract, and the funder is told in the next report where funder money is involved.

6. Contracts

1. Every contract states the scope, price, milestones, payment terms, delivery date, inspection, warranties and the right of the funder and the auditor to inspect records.
2. Advance payments above 10% of the contract value need an advance-payment guarantee, or are justified in writing.
3. Payment is made only after delivery or acceptance and a matching invoice.

7. Conflicts of interest

Anyone involved in a procurement signs a declaration before the tender opens. A person with a conflict leaves the process. See P-05.

8. Supplier checks

Suppliers are checked against the United Nations Security Council sanctions list and the World Bank debarment list before award. Suppliers must accept P-03.

9. Records and review

Procurement files are kept for seven years after closure, or longer if a funding agreement requires. The Board reviews this policy each year.

Document control

Version	1.0
Effective	1 July 2026
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