

# Company Procurement Policy

The purpose of this Policy is to ensure integrity, openness, transparency and probity in all procurement transactions, consistently across the organization in full compliance with applicable procedures, laws and regulations. It aims to demonstrate the highest standard of integrity, transparency, fairness and impartiality towards all parties in the procurement process through the implementation of competitive, secure, efficient and confidential process that will lead to the award of contract on the most favourable conditions to Qatar Rail (QR).

QR is committed to ensure that its procurement processes comply with the best international standards and remain sustainable, efficient, effective, auditable and deliver value for money, whilst encouraging a fair, unbiased and equitable competition amongst the suppliers/vendors.

This policy shall demand full implementation of key elements of strategic procurement, tactics and approaches including effective procurement planning, demand management, needs consolidation, benchmarking and strategy selection as part of procurement process and procedures.

This Policy strictly applies to all procurement activities for acquisition of goods and services from local or international suppliers/vendors, managing variations, claims and imposing contractual remedies for breach of the conditions and maintain supplier/vendor performance standards.

Procurement Department is committed to ensure that best contracting strategies are implemented with best in class commercial support to all departments to mitigate risk, disputes and delays in delivery, and ensure cost control.

This policy shall ensure that process adjudication is executed judiciously and in accordance with internal delegation of authorities.

#### We will implement the policy by undertaking the following:

- Develop strong relationships with all departments within QR to ensure greater understanding of their procurement requirements and integration to ensure effective procurement support.
- Implement robust supplier/vendor registration and management system that will promote fair and transparent participation in QR business.
- Institute Qatari supplier/vendor support scheme to encourage participation and inclusion in QR business.
- Establish a supplier/vendor Relationship Management system that will allow for efficient management of suppliers/vendors performance.
- Ensure proactive development of strategic procurement plans on an annual basis.
- Implement demand management process to ensure effective procurement engagement.
- Establish effective governance and controls of procurement activities.
- Deliver best value by implementing cost saving practices.
- Optimize tendering and contract management processes by standardisation of documents and processes.
- Streamline the internal approval processes with clear lines of responsibility.
- Implement structured post award contract administration process for Corporate and Operation departments.
- Leverage digitization by optimizing the use of ERP systems and the implementation of e-procurement.
- Maintain a transparent audit trail of all procurement transactions as per applicable processes and monitor the compliance.
- Implement Service Level Agreements and Key Performance Indicators linked to transparent reporting – “what gets measured gets done” to support business requirements.
- Develop and implement strategies to promote and assure a sustainable supply chain for QR.



  
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**Managing Director & CEO**

**Leading Excellence** بالتفوق ملتزمون

## Document Control

Revision History						
Revision	Revision Date	Description of or Reason for change	Functional Endorsement	Review	Approval	Cost/Schedule Impact
1.0	03 Jun 2018	Initial issue	Daniel Pretorius, Procurement Specialist Procurement Department  <i>LP</i> 4/6/2018	Otu Michael Anwana, Procurement Department Advisor Procurement Department  <i>Otu Michael Anwana</i> 4/06/2018	Mansoor Bu Jassoum, Senior Procurement Director Procurement Department  <i>Mansoor Bu Jassoum</i> 4.6.18	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If Yes, please use the Change Management process.

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