

Procurement Policy

Policy Objective

- The Primary purpose of this policy is to establish guidelines that the Union utilizes concerning the acquisition of goods and services or other procurement activities necessary for the TTRFU to function effectively. It ensures compliance with various statutory requirements while allowing the union to meet its established objectives.

Principles:

- Best value for money
- Integrity and Transparency
- Economy and effectiveness.
- Good corporate ethics

Statement Of Policy:

- Specifications of items to be supplied are to be detailed in a written format.
- Request to supplier for written quotations are to be obtained prior to any purchase intent decisions.
- Quotations are to be acquired from a minimum of at least three (3) potential suppliers.
- A committee of at least three (3) persons, one of whom must be the Honourable Treasurer of the TTRFU, should be set up to review short listed proposal quotations.
- Award of contract for the supply of goods and services are to be based on quality, price effectiveness, availability and the ability of the supplier to supply the promised goods or services in a timely manner.
- All transactions are to be conducted in a transparent and ethical manner.
- Appropriate documentation for all purchases must be maintained.