

Procurement Policy (updated April 2023)

1. Introduction

At Aidenvironment, we are committed to conducting procurement activities in a manner that ensures fairness, transparency, and integrity. Our procurement process is guided by our Code of Conduct, which emphasizes integrity, expertise, rationality, and objectivity in all our dealings with subcontractors.

2. Procurement Process

2.1 Fair and Unbiased Selection

Aidenvironment is dedicated to ensuring a fair and unbiased selection of subcontractors. Our procurement process is designed to promote competition and equal opportunities for all potential service providers. Decisions regarding subcontractor selection are grounded in integrity, expertise, rationality, and objectivity.

2.2 Threshold for Quotations

For service provider contracts exceeding EUR 20,000, Aidenvironment requires quotations from a minimum of three providers. This threshold ensures that we have a sufficient pool of options to choose from, promoting competition and ensuring the best value for our projects.

3. Due Diligence

3.1 Prospective Subcontractors Assessment

Prospective subcontractors undergo a rigorous due diligence procedure before being considered for engagement. This process includes thorough reference checks and assessments of their experience, credibility, and integrity. We evaluate potential subcontractors based on criteria such as cost-effectiveness, quality of service, and relevance of experience.

3.2 Compliance with Funders Guidelines

In addition to our internal due diligence procedures, we adhere to the guidelines set forth by our funders for project-specific procurements. These guidelines encompass principles of competition, equal treatment, transparency, and objectivity, ensuring that our procurement practices align with industry standards and best practices.

4. Disqualification Criteria

Aidenvironment reserves the right to disqualify tenderers who fail to meet our ethical standards or demonstrate a lack of integrity during the due diligence process. Tenderers may be disqualified if they:

- Have been involved in professional misconduct or legal violations.
- Represent a conflict of interest that could compromise the integrity of the procurement process.
- Provide incorrect or misleading information during the due diligence process.

5. Compliance and Monitoring

Our procurement activities are subject to regular monitoring and review to ensure compliance with this policy and relevant legal requirements. We are committed to continuously improving our procurement practices to uphold the highest standards of integrity and transparency.