



# Procurement Policy

## 1. Purpose

The purpose of this policy is to ensure all procurement activities by Lovemore Project are conducted in a fair, transparent, and accountable manner, achieving value for money and aligning with our ethical, safeguarding, and environmental commitments. This policy supports compliance with the ACFID Code of Conduct, DFAT/ANCP requirements, and relevant Australian laws.

## 2. Scope

This policy applies to:

- All Lovemore Project staff, board members, volunteers, contractors, and partners involved in purchasing goods, services, or works.
- All procurement activities, whether funded by donations, grants, or other income sources, in Australia or internationally.

## 3. Policy Statement

Lovemore Project is committed to:

- Value for Money – selecting suppliers that provide the best combination of price, quality, sustainability, and service.
- Fairness & Transparency – ensuring procurement processes are open, competitive, and free from bias.
- Ethical & Sustainable Procurement – prioritising suppliers that uphold human rights, environmental sustainability, and safeguarding principles.
- Accountability – maintaining accurate procurement records and ensuring funds are used only for their intended purpose.

## 4. Procurement Principles

- Transparency – procurement decisions and processes must be documented and open to review.
- Competition – encourage competitive quotes and tenders to achieve the best outcomes.
- Impartiality – all procurement decisions must be free from conflicts of interest.
- Ethical Sourcing – avoid suppliers linked to exploitation, unsafe labour practices, or environmental harm.
- Compliance – follow all relevant legislation, funding agreements, and donor requirements.





## 5. Approval Thresholds & Competitive Process

Estimated Purchase Value (AUD)	Procurement Method	Minimum Approval
Under \$500	Direct purchase from pre-approved supplier	Project Coordinator
\$500 – \$5,000	Seek at least 2 written quotes	Executive/Project Coordinator
\$5,001 – \$20,000	Seek at least 3 written quotes	Board Treasurer or delegate
Over \$20,000	Open tender or formal request for proposal (RFP)	Board approval

## 6. Conflict of Interest

- All personnel involved in procurement must declare any potential or actual conflict of interest before participating in the process.
- Conflicts must be managed in accordance with the Conflict of Interest Policy.

## 7. Supplier Due Diligence

Before engaging suppliers, Lovemore Project will:

- Check suppliers against relevant sanctions lists (DFAT, UN, OFAC).
- Assess suppliers for safeguarding compliance (including Child Safeguarding and PSEAH obligations).
- Where applicable, assess environmental and social impact.

## 8. Ethical & Sustainable Procurement

Where practical, preference will be given to:

- Suppliers with fair labour and ethical sourcing certifications.
- Environmentally sustainable products and services.
- Local suppliers to support community economies.

## 9. Record Keeping

- All procurement decisions, quotes, contracts, and receipts must be documented and stored securely for at least 7 years.
- Procurement records must be accessible for audit and donor review.





## 10. Related Policies

- Financial Management & Anti-Fraud Policy
- Conflict of Interest Policy
- Environmental Sustainability Policy
- Child Safeguarding Policy
- PSEAH Policy
- Partnership & Partner Due Diligence Policy

## 10. Review

This policy will be reviewed every three years or sooner if:

- DFAT/ANCP or ACFID procurement requirements change.
- Lessons learned from procurement activities indicate improvements are needed.

- Approved by: Board of Directors – Lovemore Project
- Date: 12/09/25
- Next Review: 12/09/28

