

## VENDOR PROCUREMENT

Purchasing decisions for AMCHAM Myanmar (“AMCHAM”) must be made based solely on its best interests. Suppliers win AMCHAM business based on product or service suitability, price, delivery, and quality. Purchasing agreements should be documented and clearly identify the services or products to be provided, the basis for awarding the contract, and the applicable rate or fee. The amount of payment must be commensurate with the services or products provided.

It is the general policy of AMCHAM to

- (1) procure only what is necessary to conduct work and
- (2) make purchases strictly based on the merits of suppliers’ proposals and criteria such as delivery, quantity, maintenance, and so forth.

For all procurements, the Executive Director shall:

- Make purchases in the best interests of the AMCHAM.
- Obtain high quality goods and services and ensure delivery at the time and place required.
- Buy from a responsible source, ensuring spare parts and any consumables required will be available in the local market.
- Obtain best value for the contract.
- Develop a procurement environment compatible with the requirements of AMCHAM.
- Maintain dependable sources of supply.
- Purchase only new items. No used or refurbished items are to be procured unless approved in writing by the Executive Director or Board President.
- Document each transaction as required by AMCHAM.
- Be ethical at all times and be above suspicion; avoid conflicts of interest or even the appearance of a conflict in firm-supplier relationships.
- No gifts may be accepted from suppliers or potential suppliers of goods or services.

Version	Approved	Next review	Last Reviewed	Principal Reviewers	Applies To
1.0	June 16, 2022	June 2024		ED, Secretary	Staff