

MCST 4060 Oxley BizHub 2 Procurement Policy.

The Management Council (MC) of Oxley BizHub 2 (OBH2) aspires to project OBH2 as a vibrant place to work and do business at.

To obtain the greatest value from our MCST budget, we will procure quality goods and services in the right quantity at the lowest price possible, and at the right time, from the best-known vendor(s). This will ensure optimal spend management and cost control. We are committed to operate in a transparent, objective, time and cost-effective manner and practice decision making and risk management practices consistently.

- 1) This policy is applicable for procurement of goods & services utilising the MCST 4060 maintenance and sinking funds.
- 2) Management Council and Managing Agent and their related persons or parties shall not have any interest, either directly or indirectly, in any contracts or purchases provided to MCST 4060. An interest of an immediate family member of a member of the council shall be treated as an interest of the member.
- 3) Tenders for key service providers (Managing Agent, Security & Cleaning) will be called not later than every three years.
- 4) Service providers whose performance is lacking will be terminated after reasonable performance feedback is provided.
- 5) Contracts or purchases shall not be segregated into several orders to circumvent established approval levels.
- 6) Person(s) with a conflict of interest in a contract or purchase is required to make a declaration before the contract invitation or award. In addition, the person(s) will not participate in the evaluation and decision-making process.
- 7) Purchases or contracts signed without the requisite approval shall be deemed invalid and not payable by MCST 4060.
- 8) No tender or quotation will be accepted from any company, inclusive of its subcontractors, which has a claim or has instituted legal proceedings against Oxley BizHub 2, or vice versa, without prior approval by the Management Council.

Gratuities

- 9) All personnel of MCST 4060, the Managing Agent or related persons or parties are expressly prohibited from accepting, either directly or indirectly, any cash rebates, gifts, money, or any objects of value, whatsoever, from any person, company or corporation to which the purchase or contract is or might be awarded to.
- 10) Any form of gifts received during festive celebrations shall be declared to the Management Council for a decision as to its distribution. Monetary gift is strictly not to be accepted.

Code of Ethics

- 11) All activities are to be conducted in a legally, ethically & morally professional manner.
- 12) All qualified vendors should be given equal opportunity to compete for Oxley BizHub 2 business.
- 13) Purchase decisions should be made on reasonable assessments of quality, service, competitive pricing, and technical qualifications. Purchase decisions should be made with integrity and objectivity, free from any personal considerations or benefits.

MCST 4060 Oxley BizHub 2 Procurement Policy.

- 14) Efforts should be made to maintain positive and professional relations with vendors.
- 15) Business should be conducted in good faith and disputes resolved quickly and equitably.
- 16) Vendors doing business with Oxley BizHub 2 should uphold unwavering standards that adhere to sound and ethical business practices.
- 17) Any suspected or detected malpractices or mismanagement will be reported to the authorities.

Petty Cash for amounts up to SGD500.

- 1) Petty cash is mainly for minor items necessary for Oxley BizHub 2 operations. Managing agent must exercise sound judgment in deciding whether the items should be bought and be bought with petty cash.
- 2) All petty cash claims together with the supporting invoices must be lodged for reimbursement as soon as possible. Any claims lodged more than three months after the expenditure has been incurred will not be reimbursed.

Quotations for amounts above SGD501 to SGD10,000 per item or service.

- 1) At least three (3) quotations are required if the item or service to be procured is deemed to exceed SGD500.00
- 2) For urgent and emergency works, quotations can be obtained from pre-approved vendors whose companies' credentials have been checked, verified, and approved by the prior based on majority vote by MC.
- 3) Managing agent to list categories of works where maintenance is often required and provide a list of vendors whose backgrounds have been checked and are qualified to supply the goods and services required in the form of a term sheet with estimated rates indicated.

MCST 4060 Oxley BizHub 2 Procurement Policy.

Closed Tenders: of amount above SGD10,001 (for Ad-hoc goods & services)

- 1) At least three (3) quotations are required if the item or service to be procured (generic) is deemed to exceed SGD10,000. Exception is (eg lifts when no vendors want to quote).
- 2) Managing agent is to prepare a set of specifications as required, on Oxley BizHub 2 official letterhead as well as potential vendors to invite and seek the Tender Committee's approval before sending to vendors and receive at least three (3) vendors via email, fax or through hard copy mail.
- 3) The invited vendors are required to submit their price proposals by the stipulated closing date and time of the tender and deposit (if any) the sealed envelope containing the price proposal, company portfolio, financial statements, and credentials through the tender box to be secured under lock and key (key to the tender box will be held by the Tender Committee).
- 4) Tender Committee will comprise at least 3 MC members, at least one of who must be an office bearer.**
- 5) Vendors who have deposited their proposals into the tender box must sign and indicate the date & time submitted on the tender submission logbook/log sheet.
- 6) At the closing date and time, the tender box will be opened by the Tender Committee and the pricing page(s) will be signed and endorsed by two (2) witnessing officers.
- 7) The Tender Committee with assistance from Managing Agent will compile the documents received for evaluation by the Council.
- 8) Tender interviews shall be held by the Council for assessment of and clarifications with the tenderers where necessary. Managing Agent will only facilitate the evaluation process with no decision rights.
- 9) Managing Agent will not be involved in evaluating tender for Managing Agent (MA) selection.

The MC is responsible for the implementation of this procurement policy effective 10 May 2021.