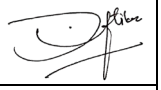
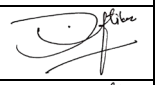
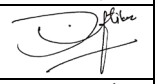
Procurement of Goods and Services Policy

DISTRIBUTION

This Procurement of Goods and Services Policy is communicated to all employees. A copy is available at the Head Office, held in the sites folder, and published on the internal company shared drive. All employees are encouraged to read it and communicate any queries to a Director.

Revision History

Issue Number	Review Date	Changes	Signed
01	22/09/2023	Original version	
01	22/09/2023	Signed off	
01	20/09/2024	Review	
01	19/09/2025	Review	
02	20/05/2026	Address Updated	
02	18/09/2026	Review	

1. Introduction This policy outlines the approach of Comprehensive Services Ltd. for the procurement of goods and services. It is designed to ensure that all procurement activities are conducted in a transparent, ethical, and efficient manner, in line with legal requirements and industry best practices.

2. Purpose The purpose of this policy is to:

- Ensure procurement processes are transparent and accountable.
- Achieve the best value for money in all procurement activities.
- Minimize risks associated with procurement activities.
- Comply with all relevant legal and regulatory requirements.

3. Scope This policy applies to all employees of Comprehensive Services Ltd. who are involved in the procurement of goods and services.

4. Principles of Procurement

- **Transparency:** All procurement activities must be conducted in a transparent manner, ensuring fair and open competition.

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Address: Office G01 Ground Floor, Adamson House, Towers Business Park, Wilmslow Road, Didsbury, Manchester, England, M20 2YY

- **Ethical Practices:** All activities must be conducted ethically, avoiding conflicts of interest and corruption.
- **Value for Money:** Procurement decisions should be based on achieving the best value for money, considering quality, service, and cost.
- **Compliance:** Adhere to all legal and regulatory requirements, including those specific to the security industry.

5. Procurement Procedures

- **Identification of Needs:** Clearly define and document procurement needs.
- **Supplier Selection:** Employ a fair and transparent selection process. Pre-qualified suppliers may be considered where appropriate.
- **Quotations and Tenders:** Obtain multiple quotations for goods and services to ensure competitive pricing. For significant purchases, a formal tender process should be followed.
- **Approval Process:** All procurement decisions must be approved by the designated authority within the company.
- **Contract Management:** Ensure contracts are clear and enforceable, with terms and conditions that protect the company's interests.

6. Supplier Relationships

- Build and maintain professional relationships with suppliers.
- Regularly review and assess supplier performance.

7. Environmental and Social Considerations

- Where possible, preference will be given to suppliers who demonstrate environmental responsibility and ethical business practices.

8. Policy Review and Monitoring

- This policy will be reviewed annually to ensure it remains relevant and effective.
- Regular audits of procurement activities will be conducted to ensure compliance with this policy.

Managing Director

Name: DANISH IFTIKHAR **Sign:**  **Dated:** 22/09/2023

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