



MOSES WELFARE FOUNDATION

"Bring Back The Smiles"

Procurement & Logistics Policy

Policy Number: MWF-PLP-001

Version: 1.0

Effective Date: 28 July 2026

Review Date: 28 July 2027

Approved By: Board of Directors, Moses Welfare Foundation

Procurement & Logistics Policy

1. Policy Statement

Moses Welfare Foundation (MWF) is committed to ensuring that all procurement and logistics activities are conducted with the highest standards of integrity, transparency, accountability, fairness, and efficiency. Every purchase, contract, and logistical operation shall support the Foundation's humanitarian mission while ensuring responsible stewardship of donor funds and organizational resources.

As a Christian humanitarian and development organization, MWF recognizes that procurement is more than purchasing goods and services; it is a stewardship responsibility that must uphold ethical values, provide value for money, and ensure timely delivery of quality resources to the communities we serve.

MWF maintains zero tolerance for fraud, bribery, corruption, collusion, favoritism, conflicts of interest, or any unethical procurement practices.

info@moseswelfarefoundation.com / www.moseswelfarefoundation.com

*Head Office: Office No: ff49, 1st floor New Liberty Tower, Model Link Road, Lahore
Sub Branch: Bahar Colony No. Kot Lakhapt LHR*





MOSES WELFARE FOUNDATION

“Bring Back The Smiles”

2. Purpose

The objectives of this policy are to:

- Ensure fair, transparent, and competitive procurement.
- Obtain the best value for money while maintaining quality.
- Promote accountability in purchasing decisions.
- Prevent fraud, corruption, and conflicts of interest.
- Establish clear procurement and logistics procedures.
- Ensure timely delivery of goods and services.
- Protect organizational assets throughout the supply chain.
- Comply with donor agreements, applicable laws, and recognized procurement standards.

3. Scope

This policy applies to:

- Board of Directors
- Chairman / Executive Director
- Finance and Administration Department
- Procurement Officers
- Logistics Personnel
- Programme Managers
- Project Coordinators
- Employees
- Consultants
- Contractors
- Volunteers involved in procurement
- Partner organizations managing MWF-funded procurement

info@moseswelfarefoundation.com / www.moseswelfarefoundation.com

*Head Office: Office No: ff49, 1st floor New Liberty Tower, Model Link Road, Lahore
Sub Branch: Bahar Colony No. Kot Lakhapt LHR*





MOSES WELFARE FOUNDATION

“Bring Back The Smiles”

The policy applies to:

- Goods
- Services
- Works and construction
- Equipment
- Vehicles
- Office supplies
- Medical supplies
- Educational materials
- Relief items
- Food and non-food items
- Warehousing
- Transportation
- Fleet management
- Asset distribution

4. Guiding Principles

All procurement and logistics activities shall be based on the following principles:

- Integrity
- Transparency
- Accountability
- Fair competition
- Equal treatment of suppliers
- Value for money
- Quality assurance
- Timeliness
- Sustainability
- Environmental responsibility
- Ethical sourcing
- Compliance with donor requirements

info@moseswelfarefoundation.com / www.moseswelfarefoundation.com

*Head Office: Office No: ff49, 1st floor New Liberty Tower, Model Link Road, Lahore
Sub Branch: Bahar Colony No. Kot Lakhapt LHR*





MOSES WELFARE FOUNDATION

“Bring Back The Smiles”

5. Procurement Authority

The Board of Directors shall approve procurement policies and oversee governance.

The Chairman / Executive Director shall ensure:

- Compliance with this policy.
- Appropriate delegation of procurement authority.
- Effective internal controls.
- Proper segregation of duties.

Only authorized personnel may commit MWF to procurement contracts or purchasing decisions.

6. Procurement Planning

Each programme and department shall prepare procurement plans based on approved budgets.

Procurement planning shall:

- Identify required goods and services.
- Estimate costs.
- Determine procurement methods.
- Schedule purchasing activities.
- Consider delivery timelines.
- Assess procurement risks.

Emergency procurement may be authorized where immediate action is necessary to protect life, health, or critical programme operations, subject to appropriate documentation and post-review.

7. Procurement Methods

The procurement method shall be proportionate to the value, complexity, and urgency of the purchase.

Methods may include:

Direct Purchase

For low-value routine purchases where competition is not practical.

Request for Quotations (RFQ)

Competitive quotations obtained from multiple qualified suppliers.

info@moseswelfarefoundation.com / www.moseswelfarefoundation.com

*Head Office: Office No: ff49, 1st floor New Liberty Tower, Model Link Road, Lahore
Sub Branch: Bahar Colony No. Kot Lakhapt LHR*





MOSES WELFARE FOUNDATION

“Bring Back The Smiles”

Competitive Tender

Open or restricted tendering for high-value or strategic procurements.

Single-Source Procurement

Permitted only in exceptional circumstances, such as emergencies, sole-source availability, or donor-approved exceptions, with written justification and approval.

8. Supplier Selection

Suppliers shall be evaluated based on objective criteria, including:

- Price
- Quality
- Technical capability
- Delivery performance
- Experience
- Financial stability
- Ethical business practices
- Compliance with applicable laws
- Ability to meet donor requirements

Supplier selection decisions shall be documented.

9. Ethical Procurement

MWF expects suppliers to operate ethically and responsibly.

The Foundation shall not knowingly engage suppliers involved in:

- Child labor
- Forced labor
- Human trafficking
- Corruption
- Fraud
- Discrimination
- Environmental violations
- Serious human rights abuses

Where appropriate, suppliers may be required to acknowledge and comply with MWF's Code of Conduct and ethical standards.

info@moseswelfarefoundation.com / www.moseswelfarefoundation.com

*Head Office: Office No: ff49, 1st floor New Liberty Tower, Model Link Road, Lahore
Sub Branch: Bahar Colony No. Kot Lakhapt LHR*





MOSES WELFARE FOUNDATION

“Bring Back The Smiles”

10. Conflict of Interest

All personnel involved in procurement shall disclose any actual, potential, or perceived conflict of interest.

Individuals with a conflict shall not participate in procurement decisions relating to that matter.

Undisclosed conflicts may result in disciplinary action.

11. Procurement Documentation

Every procurement shall be supported by appropriate documentation, including:

- Approved purchase request
- Procurement plan (where applicable)
- Quotations or tender documents
- Evaluation records
- Approval documentation
- Purchase order or contract
- Delivery notes
- Goods received records
- Supplier invoices
- Payment records

All records shall be retained for audit and donor compliance purposes.

12. Contract Management

Contracts shall clearly define:

- Scope of work
- Technical specifications
- Delivery schedule
- Quality requirements
- Payment terms
- Warranties (where applicable)
- Performance expectations
- Termination provisions

Contract performance shall be monitored throughout implementation.

info@moseswelfarefoundation.com / www.moseswelfarefoundation.com

*Head Office: Office No: ff49, 1st floor New Liberty Tower, Model Link Road, Lahore
Sub Branch: Bahar Colony No. Kot Lakhapt LHR*





MOSES WELFARE FOUNDATION

“Bring Back The Smiles”

13. Logistics Management

MWF shall ensure efficient movement of goods from procurement to final distribution.

Logistics responsibilities include:

- Transportation planning
- Vehicle scheduling
- Shipment tracking
- Customs compliance where applicable
- Delivery coordination
- Warehouse management
- Inventory control
- Distribution planning

14. Warehouse Management

MWF warehouses shall:

- Maintain secure storage.
- Protect goods from damage or theft.
- Maintain stock records.
- Conduct regular physical stock counts.
- Follow the First-Expired, First-Out (FEFO) principle for perishable or date-sensitive items and the First-In, First-Out (FIFO) principle where appropriate.
- Restrict access to authorized personnel.

Inventory discrepancies shall be investigated promptly.

15. Fleet Management

Organizational vehicles shall be used solely for authorized business purposes.

MWF shall ensure:

- Vehicle registration and insurance.
- Routine maintenance.
- Driver authorization.
- Fuel monitoring.
- Journey logs.
- Compliance with road safety requirements.

info@moseswelfarefoundation.com / www.moseswelfarefoundation.com

*Head Office: Office No: ff49, 1st floor New Liberty Tower, Model Link Road, Lahore
Sub Branch: Bahar Colony No. Kot Lakhapt LHR*





MOSES WELFARE FOUNDATION

“Bring Back The Smiles”

16. Receipt and Inspection of Goods

Upon delivery:

- Goods shall be inspected promptly.
- Quantities shall be verified.
- Quality shall be checked against specifications.
- Damaged or incorrect items shall be reported immediately.
- Receipt shall be documented before payment is processed, except where contractual arrangements provide otherwise.

17. Distribution of Goods

Distribution activities shall ensure:

- Fair and transparent beneficiary selection.
- Accurate distribution records.
- Accountability for distributed items.
- Respect for beneficiary dignity.
- Safe and secure handling of relief supplies.

Programme teams shall maintain evidence of distribution, including signed beneficiary lists or alternative verification methods where appropriate.

18. Asset Protection

All procured assets shall be:

- Recorded in the Asset Register.
- Assigned to responsible personnel where applicable.
- Protected from misuse.
- Maintained appropriately.
- Disposed of only through approved procedures.

19. Fraud Prevention

Procurement fraud, bribery, kickbacks, bid manipulation, collusion, falsified quotations, and theft are strictly prohibited.

Suspected misconduct shall be reported immediately in accordance with the **Anti-Fraud & Anti-Corruption Policy** and **Whistleblowing Policy**.

info@moseswelfarefoundation.com / www.moseswelfarefoundation.com

*Head Office: Office No: ff49, 1st floor New Liberty Tower, Model Link Road, Lahore
Sub Branch: Bahar Colony No. Kot Lakhapt LHR*





MOSES WELFARE FOUNDATION

“Bring Back The Smiles”

20. Roles and Responsibilities

Board of Directors

- Approve procurement policies.
- Provide governance oversight.
- Monitor procurement risks.

Chairman / Executive Director

- Ensure policy implementation.
- Approve procurement within delegated authority.
- Promote ethical procurement practices.

Finance & Administration Department

- Verify budget availability.
- Support financial compliance.
- Process approved payments.
- Maintain procurement records.

Procurement and Logistics Personnel

- Conduct procurement fairly.
- Maintain documentation.
- Monitor supplier performance.
- Manage inventory and logistics.
- Protect organizational assets.

Programme Managers

- Identify procurement needs.
- Verify technical specifications.
- Confirm satisfactory delivery.
- Monitor contract performance.

Employees and Volunteers

- Follow procurement procedures.
- Protect organizational resources.
- Report suspected misconduct.

info@moseswelfarefoundation.com / www.moseswelfarefoundation.com

*Head Office: Office No: ff49, 1st floor New Liberty Tower, Model Link Road, Lahore
Sub Branch: Bahar Colony No. Kot Lakhapt LHR*





MOSES WELFARE FOUNDATION

“Bring Back The Smiles”

21. Monitoring, Audit and Compliance

Compliance shall be monitored through:

- Procurement reviews.
- Internal control assessments.
- Inventory inspections.
- Management oversight.
- Internal audits.
- External audits.
- Donor monitoring visits.

Recommendations shall be implemented promptly to strengthen procurement and logistics systems.

22. Policy Violations

Failure to comply with this policy may result in:

- Corrective action.
- Mandatory retraining.
- Disciplinary measures.
- Suspension or termination of employment.
- Termination of supplier contracts.
- Recovery of losses where legally permissible.
- Referral to law enforcement or regulatory authorities where appropriate.

23. Policy Review

This policy shall be reviewed annually or earlier if required by changes in legislation, donor requirements, operational needs, or identified risks.

24. Commitment

Moses Welfare Foundation is committed to ensuring that every procurement decision and every logistical operation reflects the highest standards of integrity, stewardship, accountability, and service. By applying fair procurement practices, maintaining effective logistics systems, and safeguarding donor resources, we strive to maximize the impact of our humanitarian programmes and deliver timely, high-quality assistance to the communities we serve.

info@moseswelfarefoundation.com / www.moseswelfarefoundation.com

*Head Office: Office No: ff49, 1st floor New Liberty Tower, Model Link Road, Lahore
Sub Branch: Bahar Colony No. Kot Lakhapt LHR*





MOSES WELFARE FOUNDATION

"Bring Back The Smiles"

Approval

This Procurement & Logistics Policy has been approved by the Board of Directors of Moses Welfare Foundation and is binding on all Board Members, employees, volunteers, consultants, contractors, suppliers, and partner organizations acting on behalf of the Foundation.

Approved By: Board of Directors, Moses Welfare Foundation

Effective Date: 28 July 2026

Review Date: 28 July 2027

Moses Welfare Foundation



"Responsible Procurement. Efficient Logistics. Trusted Stewardship."

info@moseswelfarefoundation.com / www.moseswelfarefoundation.com

Head Office: Office No: ff49, 1st floor New Liberty Tower, Model Link Road, Lahore
Sub Branch: Bahar Colony No. Kot Lakhapt LHR

