



Baharcore Marine Services L.L.C.

Procurement & Vendor Management Procedure

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Approved By: Managing Director – Baharcore Marine Services L.L.C.

A. Objective

To ensure all procurement activities are fair, transparent, and consistent with Baharcore's ESG principles and AD Ports Group HSE requirements.

B. Scope

Applies to all purchases, contracts, and vendor engagements for goods and services.

C. Procurement Process Overview

1. User Department raises Purchase Request.
2. Admin/Finance verifies budget availability.
3. Minimum three quotations obtained unless sole source approved.
4. Evaluation based on price, delivery, technical and ESG compliance.
5. Purchase Order issued after MD approval.

D. Procurement Principles (Rev.0 Additions)

- Vendors must comply with AD Ports Group HSE and Environmental Rules.
- Suppliers must acknowledge AD Ports Business Partner Code of Conduct.
- Waste disposal to follow Tadweer (CWM) and EAD-aligned guidelines.
- RFQs and POs to include ESG and HSE compliance clauses.

E. ESG Checkpoint

During evaluation, Finance/Admin verifies:

- Vendor ESG Declaration submitted.
- HSE compliance documentation.
- No ESG or ethical violations in the past 12 months.

F. Procurement Limits & Approvals

Item | Prepared By | Verified By | Approved By

PO ≤ AED 10,000 | Requester | Finance | MD

PO > AED 10,000 – 100,000 | Requester | Finance | MD

Environmental / Waste Docs | Vendor | QHSE | MD



G. Records & Documentation

Maintain vendor files, comparison sheets, POs, and ESG declarations for 5 years. Records shall be available for internal or AD Ports audit.

H. ESG & Compliance Linkages

Procurement team coordinates with QHSE to verify AD Ports compliance. Vendors failing to meet ESG/HSE criteria may be suspended or delisted. ESG performance is reviewed quarterly and reported to the MD.

Approval & Control

Authorized and Approved by:

Mr. Armindo Gomes

Managing Director – Baharcove Marine Services L.L.C.

(Signature) Armindo Gomes (Date) 01 July 2025