

## SECTION 1: Full Procurement Page Content

### ECG Procurement Department

At Eastern Coast Group (ECG), the Procurement Department plays a strategic and central role in supporting all business units by ensuring timely, cost-effective, and compliant sourcing of materials, services, and equipment. Our department is committed to transparency, accountability, and operational excellence, aligned with Saudi Arabia's Vision 2030 industrial and supply-chain transformation.

### Our Procurement Mission

To deliver value-driven procurement solutions through structured processes, ethical supplier engagement, and world-class sourcing practices that support ECG's manufacturing, construction, and industrial operations.

### Scope of Responsibilities

- Supplier registration and qualification
- RFQ and tender management
- Technical & commercial evaluations
- Purchase Order issuance
- International procurement, LC handling & shipping
- Local procurement and market-based sourcing
- Logistics coordination & delivery follow-up
- Supplier performance monitoring & compliance enforcement

### Procurement Process Overview

- Purchase Request (PR) Submission
- RFQ / Tendering Stage
- Evaluation & Negotiation
- Purchase Order Issuance
- Delivery & Quality Verification
- Invoice Processing

### Supplier Registration & Compliance

*Suppliers must complete:*

- Vendor Registration Form
- Company Profile & Trade License
- Bank Details Form
- Compliance with ECG Procurement Code of Ethics

- Vendor Acknowledgment of Terms & Conditions

### **Downloadable Supplier Documents**

- Vendor Registration Form & Code of Conduct
- Procurement Terms & Conditions
- Vendor Acknowledgment Form
- Bank Details Form

### **Commitment to Ethical Procurement**

ECG enforces strict policies against conflicts of interest, accepting gifts, unauthorized supplier interactions, or information leakage.

### **Why Suppliers Prefer Working with ECG**

- Clear process and timelines
- Transparent evaluations
- Strong communication
- Long-term industrial projects
- Ethical and professional sourcing

## SECTION 2: One-Page Procurement Summary for Website

### ECG PROCUREMENT – AT A GLANCE

The ECG Procurement Department is responsible for ensuring that all materials, equipment, and services required by our businesses are sourced efficiently, ethically, and transparently.

### WHAT WE DO

- End-to-end sourcing (PR → RFQ → PO → Delivery)
- Supplier onboarding & qualification
- Tendering & evaluation
- Local & international procurement
- Logistics coordination
- Supplier performance management

### OUR PROCESS

- Submit Purchase Request (PR)
- RFQ/Tendering
- Evaluation & Approval
- PO Issuance
- Delivery Verification
- Invoice Submission

### SUPPLIER REQUIREMENTS

- Vendor Registration Form
- Company documents
- Bank details
- Signed Supplier Code of Conduct
- Acceptance of ECG Procurement Terms

### CONTACT POINTS

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