



SUPPLIER GENERAL GUIDELINES



Vendors must strictly comply with the following general points:

1. The offer submission must strictly follow the instructions given on the corresponding RFP. Any direct quotation to individuals will be disregarded.
2. Whenever RFPs are received from Alba where you need to sub-contract for Electrical, Mechanical, Civil, Scaffolding, etc. and you are not being approved by Alba for that discipline part of the job, you must utilize services only of contractors approved by Alba for those disciplines. The approved list of contractors for any type of services you wish to utilise for your subcontract can be obtained any time from Alba Purchasing. The selection of a specific contractor to work with you in any project is entirely left to you as long they are approved in Alba and no individual in Alba is authorised to direct you to any specific contractor to work with. However, if Alba has any specific special work where we recommend services specifically of one of the contractors, it will be communicated to you only by Purchasing in the form of writing as RFP instruction and you can always contact Purchasing for advice and clarification.
3. Although we recognize that proprietors, dealers, authorized agents, or distributors may hold exclusive legal rights ownership over established product lines, we do not encourage the involvement of intermediaries, agents or other third parties and prefer to deal directly with producers, manufacturers, suppliers, and service providers. If you envisage the involvement of intermediaries in your trading with Alba related to any supply, you must declare this in your quotation stating the reason for such involvement and confirmation of their role and provide the terms of agreement between you and your intermediaries as well as official documentation confirming their ownership structure. This information must be sent to Alba's Manager Procurement & Warehouse beforehand or must be included with your offer without fail. If the use of intermediaries is concealed or not expressly declared in writing, in the event of later discovery the vendor may be removed from Alba's approved supplier list for future tenders and shall be held liable for compensating Alba any additional expense borne as a result of the involvement of intermediaries.
4. All our requirement of materials or services will be communicated to you in the form of an official purchase order from Procurement & Warehouse department – Purchasing section. No job should be performed, service carried out or material supplied without a purchase order. Any communication from individual departments is invalid without an associated purchase order and no claims based on such communication will be entertained. This applies to extension of existing purchase orders & urgent requirements as well. In a situation of inability to issuing purchase order, instructions shall be taken only from the Manager Procurement & Warehouse.
5. Suppliers must never accept to deviate from the original scope of supply/work, with any user at any point of time, without prior agreement of the Department manager and Purchasing in writing. If the original scope is cancelled for any reason, the vendor should not agree on something else or supply manpower or materials to compensate for the order value. In such cases the vendor must request for a meeting with the Department manager and Purchasing to clarify the reason and obtain instructions in writing in the form of order amendment from Purchasing before proceeding.

Strict compliance to the above is solicited to help in streamlining our mutual business trading. Suppliers failing to comply with this procedure may result in Alba taking legal steps towards this practice, their vendor account getting blocked for future events and eventual removal from the approved list.

**Regards,
Alba Procurement & Warehouse**

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