

Dataco Global Supplier Selection and Qualification Policy

Purpose

To establish clear, quantifiable, and transparent rules for selecting, evaluating, and qualifying suppliers, ensuring that Dataco Global partners only with reliable, ethical, and high-performing vendors to support its business needs and strategic objectives[1][4].

1. Scope

This policy applies to all departments and staff involved in the acquisition of goods and services, including direct and indirect suppliers. It covers the full lifecycle: identification, evaluation, selection, onboarding, and ongoing monitoring of suppliers.

2. Supplier Pre-Qualification Criteria

- Suppliers must provide a valid business license, registration, and certifications specific to the product/service category.
- Suppliers must have a minimum of **5 years of continuous operation**, or demonstrable expertise for at least 3 similar projects in the last 2 years.
- Suppliers should have **at least two industry-recognized quality certifications** (e.g., ISO 9001, ISO 27001 for IT vendors).
- A minimum annual revenue of **USD 1 million** for the last fiscal year is required[2][4].

3. Supplier Selection Process

- **Identification:** Departments must document at least **three potential suppliers** for each procurement requirement[4].
- **Information Gathering:** Each supplier must submit:
 - Detailed company profile
 - Three corporate references from projects of similar scale
 - Last two years of audited financial statements
- **Initial Screening:** Suppliers scoring below **70/100** in the pre-qualification checklist are automatically disqualified[5].

4. Evaluation Criteria and Scoring

Suppliers will be evaluated using a standardized scoring matrix based on the following criteria (total possible score: 100 points):

Criterion	Weight (%)	Minimum Passing Score
Financial Stability	20	15
Quality Management	20	15
Delivery Performance	15	10
Compliance & Certifications	15	10
Customer References	10	7
Cost Competitiveness	10	7
Ethical and Social Standards	10	7

- Any supplier must achieve an overall score of **75/100** to be considered for shortlisting[5].

5. Due Diligence and Audits

- Site audits are mandatory for all critical suppliers and must be completed before any contract is signed.
- Suppliers must agree to a **biannual performance review**, including unannounced audits if deemed necessary.
- Suppliers with more than **two non-conformities** in a 12-month period may be subject to probation or disqualification.

6. Approval and Contracting

- Final supplier selection requires documented approval from the Procurement Manager and the respective Department Head.
- All contracts must be reviewed by Dataco Global’s Legal Team.
- Contracts over **USD 100,000** require an Executive Management sign-off[1][4].

7. Ongoing Monitoring

- All approved suppliers must submit quarterly performance and compliance reports.
- Dataco Global will maintain an Approved Supplier List, reviewed **annually**, and update or remove suppliers based on performance.

- Suppliers falling below **an average rating of 80% compliance** on their annual review will enter a corrective action plan or face disqualification[2].

8. Record Keeping

- All documentation regarding supplier evaluation, selection, contract negotiation, and ongoing performance must be retained for a minimum of **7 years**[1].

9. Policy Enforcement

- Any employee found bypassing this policy may be subject to disciplinary action, up to and including termination.

Note:

This policy has been generated specially for a hackathon. It has no relation with Syngenta or any other company.