

# BULK TENDERING POLICY

## 1. PURPOSE

This policy outlines the framework for Netstrata Group's bulk tendering process. Our goal is to leverage economies of scale by tendering services in bulk—often encompassing hundreds of buildings—to secure superior results for our clients. The policy ensures that the tendering process is transparent, competitive, and conducted in the best interests of our clients while complying with all applicable NSW laws, including Sections 52 and 53 of the Property, Stock and Business Agents Act.

## 2. SCOPE

This policy applies to all bulk tendering activities undertaken by Netstrata Group, covering services such as:

- a) Electricity
- b) Gas
- c) Internet
- d) Embedded networks

It governs the process for tendering these services across multiple properties managed by Netstrata.

## 3. POLICY STATEMENT

### 3.1 Bulk Tendering Approach

Netstrata Group will periodically tender out services in bulk. This approach is designed to deliver better outcomes for our clients by taking advantage of scale, competitive pricing, and enhanced service quality.

### 3.2 Compliance with Conflict-of-Interest Policy

All bulk tendering activities will align with Netstrata's conflict of interest policy. Any fees, charges, commissions, or referral fees from suppliers will be clearly outlined at the commencement of the process and fully disclosed, ensuring they do not influence decision-making.

### 3.3 Regulatory Compliance

The tendering process will be conducted in full compliance with applicable NSW laws and regulatory guidelines, including Sections 52 and 53 of the Property, Stock and Business Agents Act.

## 4. OBJECTIVES

### 4.1 Transparency

To maintain a clear, open, and documented tendering process.

### 4.2 Fairness & Competitiveness

To ensure that all tenders are conducted on a level playing field, providing equal opportunity for all suppliers.

### 4.3 Client Benefit

To secure services that deliver enhanced value and quality for our clients.

### 4.4 Regulatory Adherence

To ensure full compliance with all relevant legal and regulatory requirements.

### 4.5 Accountability

To maintain comprehensive records and audit trails supporting the integrity of each tender process.

## 5. TENDERING PROCESS

### 5.1 Initiation

- a) **Assessment:** The decision to tender in bulk will be based on strategic reviews and client needs assessments.
- b) **Scope Definition:** Services to be tendered (e.g., electricity, gas, internet, embedded networks) will be clearly defined.

### 5.2 Communication

- a) **Disclosure of Fees and Charges:** All fees, charges, and any potential commissions or referral fees will be clearly communicated at the commencement of the tendering process.
- b) **Supplier Notification:** Suppliers will be provided with all necessary information regarding the tendering criteria, process, and timelines.

### 5.3 Supplier Selection

- a) **Competitive Evaluation:** Suppliers will be assessed using transparent and competitive criteria to ensure the selection of the most appropriate service providers.
- b) **Conflict of Interest:** Any potential conflicts of interest will be identified and managed in line with our internal conflict of interest policy.

### 5.4 Documentation & Audit Trail

- a) **Record Keeping:** Comprehensive records of the tender process, including evaluations, communications, and decision-making, will be maintained.
- b) **Audit:** Regular audits will be conducted to ensure the integrity and compliance of the tender process.

## 6. COMPLIANCE AND ACCOUNTABILITY

### 6.1 Regulatory Adherence

All bulk tendering activities will comply with relevant NSW laws and regulatory guidelines, ensuring that client and principal interests are fully protected.

### 6.2 Disclosure of Commissions and Referral Fees

Any commissions or referral fees received from suppliers will be fully disclosed and documented to prevent any undue influence on the decision-making process.

### 6.3 Conflict of Interest Management

All actions taken during the tender process will adhere to Netstrata's conflict of interest policy, with appropriate measures in place to manage any identified conflicts.

## 7. RECORD KEEPING AND AUDIT

### 7.1 Documentation

Detailed records and audit trails for all tender processes will be maintained to ensure accountability and transparency.

### 7.2 Review

Regular audits will be performed to verify that the tendering process adheres to this policy and complies with all relevant legal requirements.

## 8. POLICY REVIEW AND UPDATES

### 8.1 Regular Reviews

This policy will be reviewed periodically to incorporate industry best practices and evolving regulatory requirements.

### 8.2 Updates

Any changes to the policy will be promptly communicated to all relevant stakeholders and implemented accordingly.

## 9. RESPONSIBILITIES

### 9.1 Management

The management team is responsible for the implementation, monitoring, and periodic review of this policy.

### 9.2 Employees

All employees involved in the tendering process must adhere to this policy and immediately report any conflicts of interest or irregularities.

## 10. CONCLUSION

Netstrata Group is committed to conducting bulk tendering in a manner that maximizes client benefits while ensuring fairness, transparency, and strict regulatory compliance. This policy underpins our approach to bulk tendering, safeguarding both the interests of our clients and the integrity of our processes.

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