

Procedure #	AD-500-P01	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

PROCUREMENT PROCEDURE

1. Definitions

- 1.1. **Purchases:** The items, licenses, or services that are purchased.
- 1.2. **Works:** Construction and maintenance of buildings, roads, and engineering facilities, and their maintenance. This encompass conducting studies, designs for these works, supervising their implementation, handover and operation, and all that is necessary of equipment, materials, laboratory supplies, laboratory tests, measurements, and the technical or professional services related to works.
- 1.3. **Bid or Quotation:** the offer submitted by a bidder in response to a quotation request.
- 1.4. **Bidder:** Any person or legal entity submitting a Quotation to participate in bids for supplies and purchases.
- 1.5. **Contractor or Supplier:** Any person or legal entity to whom the bid was assigned to supply supplies or office materials for the university, or the bid for construction or maintenance works.
- 1.6. **VAT:** Value-Added Tax
- 1.7. **VAT number:** The number on the purchase invoice, indicating that the supplier is subjected to VAT.

2. Procedure

- 2.1. The Procurement Department, receives requests from the warehouse department or from the departments in which the need arises for the items required to be purchased using a Purchase Request Form. The form is prepared by:
 - A. The warehouse keeper in light of the annual needs plan and the applicable storage level for the required items are of frequently purchased materials.
 - B. The department that request the item In the event that the items are new.
- 2.2. The Purchase Request Form specifies the followings:
 - Request date and signature of the requested department head
 - Item name and description
 - Unit of measurement and the required quantity
 - Required delivery date
 - Technical specifications. The specifications of the items or service to be purchased must be determined by the head of the department who needs the procurement, or by a committee specialized in matters that need special expertise. Specifying a particular brand name or catalog number or a manufactures shall be prohibited without clear justifications and the approval of the Central Procurement Committee.

PROCUREMENT POLICY

Procedure #	AD-500-P01	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

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- A contact number in case the requested items need specific designs and features.
 - In case that the purchase request is related to maintenance, a maintenance request must be attached.
 - purchase request prepared by the warehouse for frequently purchased items shall include information about sources of supply and previous items prices
- 2.3. Purchase requests for construction works and projects are prepared the facilities management unit after ensuring that the site is ready and clear of all obstacles, and must include the following additional information:
- Bill of quantities
 - Measurement of completed works and terms of payments
 - The permitted working hours
 - The handover procedure.
- 2.4. Purchase requests for licensing agreements or for maintenance and operation service contracts are prepared for works that cannot be performed by the university staff. The request must include the following additional information:
- The required services/license
 - The contract period
 - A report of the quality of received service for ongoing service agreement, if any.
 - The priority of signing such contracts is with the manufacturer or product agent, if any. The requesting department or college must notify the procurement department at least two months before the contract expiry date. The requesting department or college may recommend renewal or termination of the ongoing contract/agreement.
- 2.5. The purchase request shall be approved according to the following authorities before the commencement of the procurement process.
- By the Vice Chancellor for Finance and Administration for purchase requests of estimated cost not exceeding SR 5,000, and
 - By the Chancellor for purchase requests of estimated cost exceeding SR 5,000.
- 2.6. The approved purchase request is then sent to the Procurement Department to ensure that the requested items are not available in the warehouses. The requested quantity is then adjusted to account for the available quantities in the warehouses, and the purchase request is signed by the warehouse keeper and the Procurement Director.
- 2.7. The purchase request is then sent for signature of the accounting officer to ensure availability of required funds in the budget of the requesting department.
- 2.8. After ensuring sufficient funds and budget allocation, the procurement director solicits quotations from approved suppliers, contractors or service providers. The request for quotations (bids or offers) from any supplier shall include the followings:
- The specifications of goods and all other information included in the purchase request.
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PROCUREMENT POLICY

Procedure #	AD-500-P01	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

- A timetable for deadlines for making inquiries and submitting quotations.
 - The quotes are sent to the email of the procurement committee or the committee chairman.
- 2.9. The process of receiving bids, opening and evaluating bids is the responsibility of the Central Procurement Committee.
- 2.10. The specifications in the quotes are sent to the requesting department to determine whether they comply with the specifications in the purchase request. Non complying offers will not be considered for evaluation.
- 2.11. Selection of the best responsive bidder and the approval of which is as defined in the purchasing authorities.
- 2.12. Upon approval of procurement, the procurement director prepares a purchase order in three copies: one to the supplier, one to the entity or person responsible for receiving the purchases, and one copy to the finance department. The purchase order shall include:
- Purchase order number and date.
 - The name of the department to which the purchases are concerned.
 - Type of good / service.
 - Price and payment schedule.
 - Required quantity.
 - The date of the request and the date required for the delivery of the purchases.
 - Signatures of authorized signatories in accordance with the purchasing Authorities.
- 2.13. An agreement is made with the supplier for all expensive or intangible services purchases and for continuous services and maintenance contracts. The agreement must be signed by the Chancellor or his/her authorized representative and the service provider stipulating the terms of reference that guarantee the right of the requesting department to obtain the materials or services of the best quality and according to a specific timetable.
- 2.14. Payments of delivered services, handed over purchases and of works are made in accordance with the payment terms stipulated in the purchase order or contract/agreement after receiving a proper invoice. A proper invoice is one meeting the following conditions:
- The date of the invoice.
 - That it be addressed as an invoice and numbered.
 - The correct name of the university
 - The university tax number (300524987700003).
 - The tax number of the service provider, if applicable.
 - Items purchased must be written in Arabic language if it's a Tax invoice.
 - The items in the invoice must match the items or services received.
 - It should include a VAT of the applicable rate.

PROCUREMENT POLICY

Procedure #	AD-500-P01	Revision #	02
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- It is not permissible to make a discount on the invoice total after calculating the tax value.
- If there is a deduction, it must be entered into the system before calculating the tax.
- Warehouse stamp the invoice by "receiving".

Any defective invoice is returned to the supplier or the purchasing representative to modify it before entry.

3. Related Documents

3.1. Purchase Request Form	AD-500-F01
3.2. Purchase Order Form	AD-500-F02
3.3. Procurement Committee Decision Form	AD-500-F03
3.4. Bids Evaluation Form	AD-500-F04