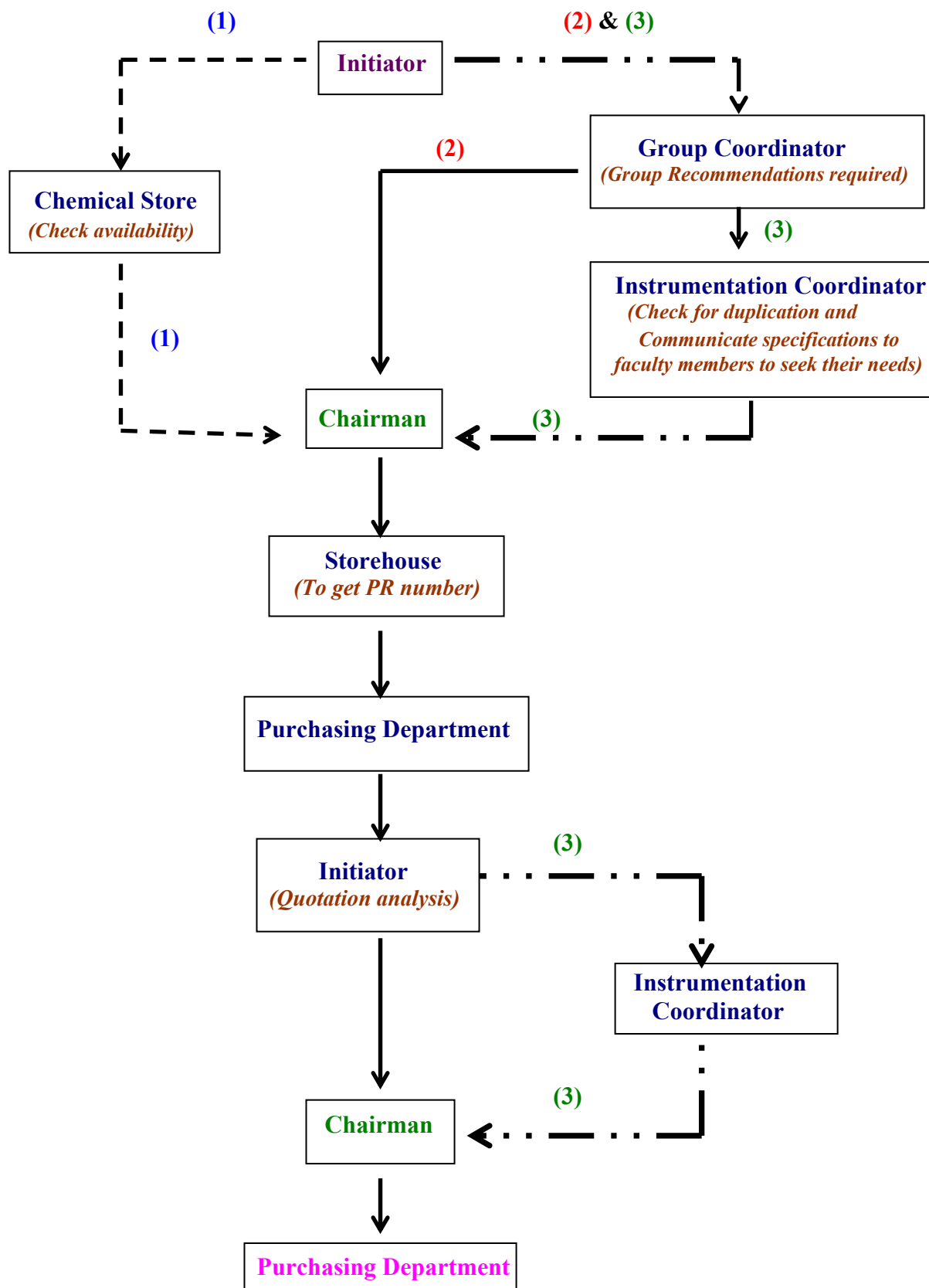


# Purchase Order Processing Policy



- (1): **Purchasing of Chemicals and Glassware**
- (2): **Purchasing of Minor Equipments (less than SR 100,000)**
- (3): **Purchasing of Major Equipments (SR 100,000 and above)**

**Notes:**

- Purchase orders of chemicals and equipments for **teaching** are initiated by the freshman coordinator and the heads of groups for freshman courses and the higher courses respectively
- Purchase orders of chemicals and glassware for **research** are initiated by the faculty member and approved by the chairman as per scheme (1)

## **Purchase order preparation and quotation analysis guidelines**

1. The **specifications** of the instrument must be stated accurately.  
Power specifications: 110V – 60Hz
2. **Terms and Conditions** to be clearly stated in the Purchase order when appropriate:
  - **Information to be supplied with the bid document**  
The bidder is expected to supply complete specifications of the system in the bid document.
  - **Installation of the system**  
The bidder shall install the system on site and perform acceptance tests following the completion of installation. The acceptance tests will be based on performance of all functions of the instrument and peripherals as stated by the bidder.
  - **Training**  
The bidder shall provide training of a number people (to be defined) either on site and/or in the company. The training must include system operation, data interpretation, applications and regular maintenance of the system.
  - **Standard Operation Procedures and Manuals**  
The bidder must provide clear Standard Operation Procedures (SOP) for all applications of the instrument in English language in addition to at least one original set of operation and service manuals and all necessary circuit diagrams for the system in English language.
  - **Warranty**  
The bidder shall provide reliable warranty for the complete system. The warranty shall be for a period of one full year from the date of acceptance of the complete system. Warranty for the complete system shall include both emergency service and preventive maintenance.
  - **After-Sale Service**  
The bidder must have adequate capabilities for providing prompt after-sale services and timely completion of such services by a qualified engineer.
3. **Purchase Order and Quotation** analysis conditions (according to University regulations)
  - **For major equipments** (SR 100,000 and above), a special quotation analysis form required by the bids and tender committee must be duly filled.
  - **No brand name** should appear in the specifications as per the government purchasing regulations. Exception is made for any special instrument manufactured by a unique company. In this case the brand name may be stated at the condition to add the expression “or equivalent” beside the brand name.
  - **The initiator must select the quotation** with the lowest price if it provides the specifications required. It is not allowed to select any other bid with a higher price even if it provides higher

specifications as long as the lower cost bid offers the specifications required in the original purchase order.

- In the case of rejection of the lower cost bid(s), clear rejection justifications must be given specially, if these bids are not according to the specifications required. This information must be given in a table format showing the rejected bids with all their quoted items and the reasons behind the rejection.
- In the case of a portioned selection of more than one supplier, It must be clearly stated if the items selected from each of the suppliers have the lowest price or not.