

## POLICY/ PROCEDURE

Title:	<b>Purchasing</b>	Original Date: <b>February 1983</b>	Effective Date: <b>09 May 2024</b>
Identification Number:	<b>OP 4051</b>	Last Review/ Revision Date: <b>May 2024</b>	Next Review Date: <b>May 2027</b>
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### 1.0 POLICY STATEMENT AND PURPOSE:

- 1.1 This policy is subject to the Cabinet Resolution of 2019, on issuing the Executive regulations of the Law on Regulating Tenders and auctions issued by Law No. 24 of 2015 as may be amended "Law".
- 1.2 This policy is formulated to ensure that all purchasing activities carried out by Hamad Medical Corporation (HMC) provide best possible value, are conducted in a fair, objective, transparent manner, reducing risk in relation to purchasing of goods and services for HMC.
- 1.3 This policy is designed to ensure that the benefits are delivered to the Department. This objective shall be achieved via leadership, knowledge, expertise, and facilitation of the purchasing process and the use of best practice in the application of ethical standards.
- 1.4 For avoidance of doubt, this policy is not applicable to employment agreements with either physicians or staff members of HMC, to rental of staff housing or to leasing of commercial facilities within HMC premises.

### 2.0 DEFINITIONS:

- 2.1 **Commodity Item** – Goods and/or services, which may be purchased from multiple sources for which there is a local market price.
- 2.2 **End User** – is to the department where the commodity item is being charged. It also refers to the Requestor Name in the Oracle PR.
- 2.3 **Requestor** – is the department who created the Purchase Requisition on behalf of the End User. It also refers to the Creator Name in the Oracle PR.
- 2.4 **Contract** –The document which records the entire agreement between HMC and the supplier. The Contract itself is not the order and should be referred to in the Purchase Order (PO), which is the purchasing instrument.

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- 2.5 **Tender Committee Secretariat (TCS)** – An entity which is officially established to govern procurement activities in HMC which covers tender value from QAR 200,000 and up.
- 2.6 **Oracle System** – is an electronic system E-Business suite being used by HMC.
- 2.7 **Purchase Order (PO)** – A written order prepared by HMC for the purchase of goods or services at a specified price. Once accepted by the Supplier, the PO becomes a legal order by itself. The conditions of the PO may be overridden by a separate written Contract, or a statement written on the PO, specifically including, or excluding any terms as the case may be any term(s) or condition(s).
- 2.8 **Blanket Purchase Agreement (BPA)** – is an order that can be used for goods and non-complex services that are clearly ascertained and subject to repetitive orders over time. BPA consolidates requirements onto one order and allows the user to draw down on the order to meet requirements. The BPA has a similar function to a Framework Contract and is actively encouraged where appropriate as a method of purchasing by the Ministry of Finance.
- 2.9 **Framework Contract** – a contract where there is frequent purchase of items, services or works and shall be a Contract obtained through the Tender process and shall include Contract parties, Contract term, prices during Contract term, requested items works or services and their maximum or minimum limits and implementation methods.
- 2.10 **Purchase Request (PR)** – a request initiated through the electronic system (Oracle) by an authorized person for the purchase of budgeted items.
- 2.11 **Request for Quotation (RFQ)** – An RFQ is used when the goods or services are ascertained, and the price is required.
- 2.12 **Request for Proposal (RFP)** – An RFP is used when the subject matter is more complex, and the value is within the authorities of tender committee or minor tender committee.
- 2.13 **Requests for Information (RFI)** – A request to be initiated whenever HMC seeks information as opposed to a firm price from a Supplier. RFI shall not constitute an offer to purchase and HMC personnel are to ensure such requests specifically state

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this. The End User Department or Requestor may contact Contract Management for RFI documentation.

- 2.14 **Supplier** – the entity supplying goods or services to HMC.
- 2.15 **Supply Chain Management (SCM)** – Is the regulation of the flow of medical goods and services from manufacturer to patient. It involves obtaining resources, managing supplies, and delivering goods and services to providers and patients.
- 2.16 **Executive Director (ED)** – the highest-ranking Executive of SCM, the Executive Director (ED) has ultimate responsibility for making managerial decisions.
- 2.17 **Assistant Executive Director (AED)** – The second highest-ranking Executive of SCM, next to ED.
- 2.18 **Buyer** – a person employed to select and purchase goods or services for HMC.
- 2.19 **Minor Tender** – the method of purchasing where PRs with the value from QAR 200,000 to QAR 999,999 are being processed by through Minor Tender and Auctions Committee.
- 2.20 **Tender** – the method of purchasing where PRs with the value of QAR 1,000,000 and above are being processed through Tender Committee Secretariat.
- 2.21 **Stock Items** –
- 2.21.1 Should be an item that is required for continuous use by one or more end user departments, and which has enough turnover to justify being classed as a stock item.
- 2.21.2 Multiple bulk shipments shall be able to be received by warehouses and storerooms.
- 2.21.3 Requires no check out test and evaluation by biomedical engineering, engineering, Health Information Communications and Technology (HICT) and or vendor.

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2.21.4 The item functionality or brand cannot be changed without formal review by the Inventory Control section of SCM.

### 2.22 Non-Stock Items –

2.22.1 An item that is one of Ad-Hoc purchase.

2.22.2 An item that although may be required to be purchased on an ongoing basis, has infrequent usage, and would have a slow turnover, thus increasing the risk of obsolescence, damage, loss, or expiration.

2.22.3 Line item(s) ordered specifically for a designated patient, user or project.

2.22.4 There are two basic types of non-stock items:

2.22.4.1 Service or service charge items such as labor or finance charges, installation charges or consultancy services.

2.22.4.2 Consumables such as literature, packing, material, screws, boxes, etc. Consumable non-stock items may be directly requested, stored, and consumed by the relevant Department's.

2.22.5 Non-stock items are not tracked in inventory and have zero (0) on hand quantity record. Departments are responsible for keeping a track and order as per their requirements.

2.22.6 Shelf life is very limited (i.e., Medicines, Nuclear Contrast Agents, etc.)

### 3.0 RESPONSIBILITIES:

3.1 **Chief Executive Officers (CEO's)** – Responsible for approving and disseminating the policy.

3.2 **Supply Chain Management Department** – Responsible for developing, reviewing, revising, and approving the policy.

3.3 **All HMC Staff** – Responsible to be aware and comply with the policy.

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### 4.0 PROCEDURE/ PROCESS:

#### 4.1 PR Workflow:

- 4.1.1 PRs with a total of less than QR 999,999 shall be forwarded to Level 3 AED within the Department where the PR is raised.
- 4.1.2 Once Level 3 AED approves the PR, a Level 4 ED approval is required if the PR amount is more than or equal to 999,999 Qatari Riyals, within the Department where the PR is raised.
- 4.1.3 Once Level 4 ED approves the PR, it shall be forwarded to Level 5 Chief within the Department where the PR is raised. Level 5 Chief shall be required to approve the PR as the Chief if the PR is more than or equal to 1,000,000 Qatari riyals.
- 4.1.4 Time out in the Oracle System shall be configured for (5) days for each level.
- 4.1.5 After (5) days, the workflow shall be timed out and approval notification shall be sent to the next delegated supervisor.

Approval Limit Range	Levels	Title
0-499999	Level 3	Facility Asst. Executive Directors / Chief of Staff
500000 to 999999	Level 4	Facility Executive Director / Corporate Director
1000000 to 9999999999	Level 5	Chief of Operations / Chief of Business Services

#### 4.2 Purchasing is categorized by value as set out below:

- 4.2.1 PR's from QR 1 to QR 199,999 to be submitted via PR to SCM Procurement Section for action by a Buyer.
- 4.2.2 PR's from QR 200,000 to QR 999,999 to be submitted via PR to Chairman of Minor Tenders and Auction Committee.
- 4.2.3 PRs with the value of QR 1,000,000 and above shall be submitted to the Tender Committee for approval.

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### 4.3 Purchase by Non-Tender (Below QR 200,000):

- 4.3.1 End Users should submit a PR via the Oracle System described in **Appendix B** to SCM Procurement Section at the time need arises or the re-order level for the stock item requires the same.
- 4.3.2 Upon receipt of PR by the Procurement delegate (according to appropriate financial delegation), the PR should be assessed for accuracy and the method of purchasing as per clause 4.2 above.
- 4.3.3 Each End User shall be responsible for verifying that budget is available to their Department prior to initiating the PR. Staff should coordinate with the appropriate Evaluating Department for item specifications on the PR prior to initiating process. For budgeted items, the End User should obtain approval for the purchase through the established budgeting process. (Please refer to PR Pre-requirements available in the System before raising the PR). section 7.4 attachment

### 4.4 Commodity Items or Goods and or Services with a value of QR 199,999 and below:

- 4.4.1 Orders for commodity items e.g. mineral water, stationery, rice, plastic bags should not be complicated, and evaluation of quotes should be price based. Similarly, where goods and or services which are low risk and do not require monitoring or specific attention or are low value, POs should be used as the form of Contract for such items.
- 4.4.2 In the event of uncertainty in respect of defining the complexity of the purchase, the end user should make enquiries with SCM Procurement Section for directions.
- 4.4.3 A database of preferred and qualified suppliers should be established.
- 4.4.4 Bids can be received by fax or e-mail from overseas vendors and by mail or hand for local vendors except for reasons that SCM Procurement Section on its own discretion considers fair and adequate to accept local offers by fax.

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- 4.4.5 Opening of Bids shall be done by the SCM Quotations Opening Committee following the same procedure explained in Clause 4.9.
- 4.4.6 Bids with samples, if requested can be submitted to end users for evaluation. Evaluation recommendations should be submitted to SCM Procurement Section.
- 4.4.7 Following approval, a PO should be issued to the Supplier by SCM Procurement Section.
- 4.4.8 Refer to **Appendix C** and section 4.6 of this Policy on Commodities items of QAR 200,000 and above.

### 4.5 Detailed Guidelines for Departments Raising a PR for a Non-Stock Item:

- 4.5.1 Non-Stock PR is being raised including technical specifications (please refer to Article 6.0 below for References in getting the required specifications as per indicated policies). Departments are required to order only the amount of non-stock items that they can store in their department, non-stock items cannot be stored in any SCM facility.
- 4.5.2 To regulate non-stock consumable orders, Departments should raise a PR for 1-3 Years, where delivery can be split as per the Departments requirement in coordination with the respective SCM Procurement Section Heads to consider using a BPA.
- 4.5.3 **Sole Source Purchase Request:**
- 4.5.3.1 To establish a criterion by which a sole source Purchase Requisition (PR) for goods or services shall be considered for approval by Supply Chain Management.
- 4.5.3.2 This is applicable to a single item of QAR 500 or greater or if a requisition line is QAR 1,000 or greater.
- 4.5.3.3 If the PR is for sole source, Sole Source Justification Form (available in Oracle System) shall be completed, signed and stamped by the duly authorized person. The form should be

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scanned and attached to the PR in the Oracle System. **SCM has the right to reject the sole source request based on merits.**

- 4.5.3.4 Each PR for a sole source should satisfy the following requirements:
- 4.5.3.4.1 The goods or services are only available from a single source.
  - 4.5.3.4.2 The goods or services have unique or special design, characteristics, features, or performance levels.
  - 4.5.3.4.3 The work or project or part thereof cannot proceed without the purchase of the goods or services and would result in discernable detriment to HMC.
- 4.5.3.5 Delegated authority for exceptions from competitive bidding for goods and services available from only one source is granted in accordance with the value of each:
- 4.5.3.5.1 From QAR 500 to QAR 49,999 – Section Head of Procurement.
  - 4.5.3.5.2 From QAR 50,000 to QAR 199,000 – Assistant Executive Director, Procurement.
  - 4.5.3.5.3 From QAR 200,000 and up – Minor Tender and Auction Committee
- 4.5.3.6 The procedure for submitting a sole source PR is as follows:
- 4.5.3.6.1 A PR for a sole source purchase should include a Sole Source Justification Form providing a complete justification. If additional space is needed to provide justification a continuation sheet can be included.

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4.5.3.6.2 PRs submitted should include information that details the compatibility requirement and the manufacturer's distribution network.

4.5.3.6.3 PRs should include market research data and other specific details in respect of the goods or services supported.

4.5.3.6.4 The Procurement Section shall contact the Manufacturer to obtain certification that the requested item is only available either directly from the manufacturer or through an exclusive authorized distributor.

4.5.4 Once the PR approval request is completed, the end-user should send an email of the PR number to the relevant SCM Procurement Section Heads Section Heads mentioned below:

4.5.4.1 For PRs with a total value up to QR 199,999, send to:

Section	Email
Medical Procurement Section	MAwad3@hamad.qa
General Procurement Section	AAlhajri13@hamad.qa
Engineering Procurement Section	AAlhajri13@hamad.qa
Drugs Procurement Section	hnasser@hamad.qa

4.5.4.2 For PRs with a total value of QR 200,000 to QR 999,999 for processing by Minor Tender and Auctions Committee, send to: [AEIEker@hamad.qa](mailto:AEIEker@hamad.qa)

4.5.4.3 For PRs with a total value of QR 1,000,000 and above for processing by the Tender Committee Secretariat, send to: [Ajaradat@hamad.qa](mailto:Ajaradat@hamad.qa)

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- 4.5.4.4 For Non-Urgent and Non-Emergency PR's regardless of the value even from Qatari Riyal One (QR 1) shall be sent to SCM Procurement Section.
- 4.5.5 Below PR Checklist to be provided as required by the Minor Tender Committee and Tender Committee Secretariat for Non-Urgent PRs:
- 4.5.5.1 Covering Memo from the Department.
- 4.5.5.2 Hard copy of the PR with duly authorized signature of Dept Head of requesting Department.
- 4.5.5.3 Justification of request, for either sole source or competitive Tender.
- 4.5.5.4 If sole source, a Sole Source Justification Form should be attached.
- 4.5.5.5 Technical Specification (from HICT, Engineering, BME, Copy Centre, Communication – Evaluating Departments).
- 4.5.5.6 Copy of previous PO (if repeated order).
- 4.5.6 SCM Procurement Section Heads assign the PR to the Buyer. (Note: This can be viewed in the Oracle System for end-user follow up).
- 4.5.7 The buyer shall send evaluation offers to the requesting Department.
- 4.5.8 The Department shall evaluate offers and complete a memo detailing offers accepted with justification.
- 4.5.9 The Department shall return the evaluated offers to SCM Procurement Section.
- 4.5.10 The buyer shall process PO and schedule delivery with the winning vendor.
- 4.5.11 Expeditor shall coordinate the delivery matters with the vendor.

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4.5.12 Delivery shall be received at SCM Warehouse (Except for the exceptional cases in which end-users are required to receive the items due to temperature, shelf life, storage conditions and BPA)..

4.5.13 SCM Warehouse shall distribute items directly to the Department.

4.5.14 No end-users are allowed, nor supposed to receive items ahead of time before even raising a purchase request and any such cases will not be processed by the SCM as this practice is considered as a clear violation of Article no. 8 of the Organization of Bids and Tenders Law (Law No. 24/2015) and Article no. 68 of the Executive Regulations of the Law.

#### 4.6 **Purchase by Tender (From QR 200,000 to QR 999,999 through Minor Tender and Auctions Committee) and (From QR 1,000,000 and above through Tender Committee): refer to Appendix C & D**

4.6.1 Upon receipt of the PR in the Oracle System, dependent upon value as defined in section 4.2 above, the Minor Tender and Auctions Committee or the TCS shall process such PR as per section 4.6.3 below.

4.6.2 A Project Management Sheet (PMS) should be required from the Department that shall be used to manage the Request for Purchase content.

4.6.3 The Department shall develop an RFP (RFP is on the Oracle System) based upon their requirements in the RFP format. Requirements should cover as a minimum but not be limited to:

4.6.3.1 Time frames including closing date.

4.6.3.2 The value of any Performance and Tender Bonds.

4.6.3.3 The method of Tender.

4.6.3.4 Key Performance Indicators.

4.6.3.5 A clear indication of how goods or services are to be provided (e.g., packaging, delivery, frequency, etc.)

4.6.3.6 Information on the volume and the value of the current and projected future requirements of the services.

4.6.3.7 Objectives for the Supplier if applicable.

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4.6.3.8 Performance Management meetings with Supplier to be arranged as required and formally documented. Any other relevant detail which shall enable the bidders to understand HMC requirements.

4.6.4 A copy of the appropriate draft Contract should be attached by the Minor Tender and Auctions Committee or TCS with the specifications.

4.6.5 If no specifications are provided, the Department should be required to develop and submit them to the Minor Tender and Auctions Committee or TCS.

4.6.6 A soft copy of the RFP is to be forwarded to Minor Tender Committee or [Tender@hamad.qa](mailto:Tender@hamad.qa) for processing.

### 4.7 Increase or Decrease in Quantity or Volume of the Contract:

4.7.1 Subject to a recommendation by the Tender Committee Secretariat and provided the conditions below are met, The Minister of Public Health has the discretion within the provisions of the Regulation of Tenders and Auction Law and the same conditions and pricing of the original Contract to increase or decrease by 20% of contract value, provided:

4.7.1.1 Issuing a new Tender would not be in the public interest.

4.7.1.2 Availability of Budget resources.

4.7.1.3 The request is made during implementation of the Contract before commencement of the maintenance or warranty period.

4.7.1.4 The increase or decrease was not anticipated at the time of the original Tender.

4.7.1.5 Details of the request should be provided by the Department to the Tender Committee Secretariat.

4.7.2 In cases of emergency only, the Tender Committee Secretariat may recommend to the Minister of Public Health that the 20% figure may be exceeded provided the Minister of Finance is advised.

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### 4.8 Purchase by Direct Agreement

4.8.1 The Tender Committee or Minor Tender Committee may upon recommendation for either Committee enter into a direct agreement without a competitive Tender in the following cases.

4.8.1.1 Emergency Cases

4.8.1.2 Urgent Cases

4.8.1.3 Required items are only available from single source of supply.

4.8.1.4 If items are required by way of experiment or it is necessary to test the items procured from the place of production because of their distinct or monopolistic which has no alternative.

4.8.1.5 When announcing publishing and subscribing to newspapers, periodicals, and other means of advertising, buying books, scientific and cultural references necessary for HMC.

4.8.1.6 Works or services of an artistic nature or relating to marketing services.

4.8.2 The End-User must provide the Committee with a statement of the reason and justification for Direct Agreement, to include how estimate was determined, together with any previous prices, annual consumption rate, number of items in stock, evidence of exclusive agent if only available via single source of supply.

4.8.3 HMC may contract without submitting to the Committee by Direct Agreement which does not exceed the maximum amount as determined by H.E. the Prime Minister for each Ministry based upon a proposal by H.E. the Minister of Health

### 4.9 Advertising

4.9.1 Once the Request for proposal has been completed, the Minor Tender and Auctions Committee or TCS should advertise the Tender. The Tender announcement should indicate the following:

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- 4.9.1.1 A summary of the required goods and/or services shall include where samples are required, the weight, size, or volume of such sample which must also include where relevant the type, capacity, and specification of packages where items are to be supplied in packaging.
- 4.9.1.2 Samples must be returned to the Bidder within 7 working days of the date of rejection and if not collected by the Bidder, such samples may be destroyed or donated as may be determined by HMC.
- 4.9.1.3 The Department from which copies of the RFP conditions, specifications, drawings may be collected, the fees to be paid (if applicable), and the date of Tender.
- 4.9.1.4 The office to which offers should be submitted and the date of submission.
- 4.9.1.5 The amount of Tender Bond and Performance Bond for successful bidders (if applicable).
- 4.9.1.6 The validity period of bids, after the opening of envelopes, should not exceed ninety (90) days. The bids should be irrevocable and voidable during such period unless the Minor Tender and Auctions Committee or TCS extends the validity for enough reasons.
- 4.9.1.7 HMC's right to increase or decrease quantities during contract period, should not exceed Twenty Percent (20%) of contract value, subject to the Supplier's ability to supply the increased quantity.
- 4.9.1.8 Any special conditions requested by the Department.

- 4.9.2 The RFP should, where possible, be released electronically to vendors on a case-by-case basis, in addition to hard copy being available.

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4.9.3 Procedures for sale of items and leasing of shops and grant of licenses should be affected by means of auction, either by closed envelopes or by direct negotiation.

### 4.10 Opening of Bids

4.10.1 Bidders should submit their commercial and technical offers (if applicable), in separate sealed packages. Each package should be identifiable with clear markings for the "Technical Proposal" and "Commercial Proposal" on the outer cover. Both should be clearly marked as "Confidential."

4.10.2 The Commercial Proposal should include prices, along with the Tender Bond (if requested), in accordance with the announced tender terms and conditions.

4.10.3 Two or more double locked boxes should be allocated in the Department for the receipt of Tenders to be opened only with two (2) keys together. The Chairperson of the Bids Opening Committee should have a copy of one (1) of the box lock keys while the Executive Director of SCM keeps the other copy.

4.10.4 The Minor Tender and Auctions Committee or TCS shall, provided there is Quorum, should open envelopes deposited in the Tender Box on the day fixed for Bid opening. The Minor Tender and Auctions Committee or TCS should make sure that:

4.10.4.1 Bidders have submitted with their Bids an Interim Bond, in accordance with the announced Tender terms and conditions in an acceptable form.

4.10.4.2 Bonds are secured by an acceptable unconditional Bank Guarantee drawn on a Bank in Qatar.

4.10.4.3 The validity of the Interim Bond is for a minimum of one hundred and twenty (120) days after the expiry of the validity date of the Tender.

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4.10.4.4 Interim Bonds are irrevocable during the validity period.

4.10.4.5 Unsuccessful Bidders should retrieve their Interim Bonds after the successful Bidder submits the Performance Bond and signs the Contract.

4.10.4.6 Bidders should be exempted from the submission of the Interim Bonds in a manner not detrimental to the principles of equal opportunities and fairness subject to the approval of the Minor Tender and Auctions Committee or Tender Committee or Procurement as the case may be.

### 4.11 Interim Bonds and Performance Bonds (Value and Validity):

4.11.1 In lieu of the Bank Guarantee and solely determined by the Tender Committee, the Interim Bond and the Performance Bond may be paid by a certified cheque or by an acceptable unconditional letter of credit from any reputable Bank located in Qatar. The Interim Bond shall remain in value for 120 days from the date of submitted bids, which The Performance Bond should be valid for the duration of the Contract be irrevocable and submitted as an original.

4.11.2 An Interim Bond shall not exceed 5% of the estimated value of the bid and such value shall be determined by HMC.

4.11.3 The Performance Bond shall be no less than 10% of the contract's value.

4.11.4 The Interim Bond shall be returned to unsuccessful bidders without the need for request within seven (7) working days of the date of decision to reject the bid or from the expiry date of the Interim Bond without renewing it.

4.11.5 The Performance Bond shall be valid until completion of the Contract to include any maintenance or warranty period and returned to the Supplier within seven (7) days of such completion.

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4.11.6 Bidders can be exempted from the submission of an Interim Bond or Performance Bond in the following cases as determined by the Tender Committee or Minor Tender Committee:

- 4.11.6.1 Tenders related to consulting services.
- 4.11.6.2 Tenders related to technical, research and information services, sponsorship, and marketing.
- 4.11.6.3 Tenders with value less than Qatari Riyals 500,000.
- 4.11.6.4 Warranty and Maintenance Services.

4.11.7 The Tender Committee or Minor Tender Committee should open the bids on the specified date, consistent with the applicable Bid Opening Procedure, and should refer the proposals along with any samples for inspection to the Department for evaluation.

### 4.12 Evaluation of Tenders by Department:

4.12.1 The Tender evaluation is the responsibility of the Department Evaluation Committee, which should be convened to evaluate each individual Tender. The Committee shall be formed after the RFP has been released but prior to the receipt of the RFP. The panel should have at least three (3) members, comprising:

- 4.12.1.1 Personnel involved in deciding project objectives, project specifications, and evaluation criteria.
- 4.12.1.2 Personnel with comparable skill and experience to the end users of the goods/services to be supplied.

4.12.2 All the above personnel shall be free of any actual or perceived conflict of interest in relation to the tender as per Policy OP 4011 Conflict of Interest.

- 4.12.2.1 The Evaluation Committee may seek to have in its panel an expert or technical consultant from outside HMC to assist in the study and evaluation of the offers.

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### 4.12.3 The Evaluation Committee should:

- 4.12.3.1 Determine whether each Tender complies with any mandatory criteria, for which non-compliance could preclude further consideration.
- 4.12.3.2 Assess all other aspects of each Tender and decide whether any tenderers should be subject to greater scrutiny.
- 4.12.3.3 Be responsible for developing the evaluation tool based on the RFP Criteria. Weighing scores should reflect the relative importance of, and risk associated with, each selection criterion.
- 4.12.3.4 Score the non-cost evaluation criteria independently.
- 4.12.3.5 Meet and determine a single score and agree on the preferred bidder based on the technical scores.
  - 4.12.3.5.1 Bids should not be based solely upon price unless a commodity is being evaluated i.e., an item which is commonly available from multiple suppliers.
- 4.11.3.6 Assess all bids received based on the total life cycle cost of the product (i.e., acquisition, ownership maintenance, and operation downstream cost and fees) over its service life. In addition, all other factors such as fitness for purpose, assurance of quality, timely delivery, appropriate warranties, and local backup to be considered, as well as wider benefits to HMC.
- 4.11.3.7 Bidders are not to be contacted after opening the envelopes and before the Tender Award. All communications between bidders and HMC should go through the Chairman of Tender Committee or Minor Tender Committee as appropriate. All contact between HMC and the bidder shall take place in writing. Negotiations with bidders should not take place

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except in cases provided for in the Tenders and Bids Regulation Law No. 24 of 2015.

### 4.13 Processing of Submitted Bids:

- 4.13.1 Upon selection of the preferred vendor by the evaluation committee, the Committee Chairman should request from the TCS or Minor Tender Committee that the Commercial bids be provided.
- 4.13.2 The evaluation committee should review the commercial bids to ascertain if:
- 4.13.2.1 The bidder has included all costs associated with the provision of the goods or services.
  - 4.13.2.2 The price is firm, reasonable, and not subject to escalation.
  - 4.13.2.3 Reductions through operational refinements or enhancements can be achieved.
  - 4.13.2.4 Service delivery and quality as well as other non-cost items can also be achieved.
- 4.13.3 Negotiations should take place first with the preferred bidder only after an Award of the Tender on a subject to Contract basis has been made by the Minor Tender Committee or TCS as appropriate. If the outcome is unsatisfactory, negotiations with the next highest ranked bidder may be allowed until a satisfactory outcome is achieved, provided always that the bidder to be selected should comply with the Tender requirements and specifications. Where negotiations are below QR 199,999 price negotiation is permitted prior to award.
- 4.13.4 All negotiations should be conducted ethically based on equal opportunity principles. Information pertaining to a Tender should not be disclosed to another bidder.
- 4.13.5 By the end of negotiations, each party should have the same expectations as to its obligations and how the Contract should subsequently operate.

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- 4.13.6 The outcome of the negotiations should form the basis of the agreed Contract.
- 4.13.7 The bidder should be clear that the Contract does not take effect until a Contract has been signed unless it is stated otherwise in the Letter of Award. Subject to the sole agreement of the Tender Committee or Minor Tender Committee in cases where HMC requires performance of the Contract to commence immediately, a Letter of Intent authorized by the Chairman of the Minor Tenders and Auctions Committee or Chair of the Tender Committee which is subject to Contract to be signed by the bidder and HMC. The length and nature of the Contract would depend on the:
- 4.13.7.1 Activities or services being provided for.
  - 4.13.7.2 Parties to the Contract and the relationship between them.
  - 4.13.7.3 Value of Contract.
- 4.13.8 When a bidder has been selected based on a Tender process, the bid and Tender documents should provide a clear basis for negotiating the details of the Contract. If negotiations result in a significantly different Contract specification, it may be necessary to allow re-bidding and disqualification of the bidder who has made a counter bid after commencement of the negotiations.
- 4.13.9 Changes to the contract template as requested by the bidder may be allowed subject to review and agreement by the Contract Section and referral if required to HMC Legal Affairs Department. The TCS or Minor Tender and Auctions Committee should forward any proposed amendment to the HMC Contract template to the Contract Manager for initial review who may forward to HMC General Counsel for review. Once the review and any amendments made, the TCS should arrange two (2) copies of the agreement signed by the Supplier under HMC delegation. Such amended Contract to be initialed by the Legal Affairs Department.
- 4.13.10 The successful bidder should be notified by fax, registered mail, or any other certified means of communication, within one week of the Tender award date, without prejudice to the bid validity period. The successful

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bidder should submit the Performance Bond and sign the Contract within a period to be specified.

4.13.10.1 Should the bidder fail to attend within the specified period, he/she should be considered as having withdrawn the bid. The bidder should be considered as a contracting party as from the date of the signature of the contract.

4.13.11 Following the acceptance of a Tender and notification to the successful bidder, all other bidders should be notified that their Tender submission has been unsuccessful. Unsuccessful bidders may retrieve their Interim Bonds after the successful bidder submits the Performance Bond and signs the Contract (as explained in section 4.11.4).

4.13.12 A bidder whose offer has been rejected may request for a post Tender briefing to ascertain the reason(s) for the unsuccessful bid, whether such briefing is to take place shall remain at the entire discretion of the Tender Committee.

#### 4.14 **Tender Committee and Minor Tender and Auctions Committee Role:**

4.14.1 A Committee should be established for Tenders and Auctions which should have jurisdiction to receive Tender submissions, open the envelopes and review Tenders and Auction of an estimate value exceeding QR 200,000 to QR 999,999 in respect of the Minor Tender and Auctions Committee.

4.14.2 The respective Committee should submit its recommendations on the award to the Managing Director, or Chief of Business Services, according to financial limitations. Outlined in **Appendix A**. Purchasing Delegation Matrix.

4.14.3 The Tender Committee and Minor Tender and Auctions Committee shall be governed by the Cabinet Resolution No. 16 of 2019 issuing the executive regulations of the Law Regulating Tenders and Auctions law, the Law No. (24) of Year 2015 as may be amended from time to time.

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4.14.4 For direct procurement conditions that result in the receipt of less than 3 quotations described in Purchasing Delegation Matrix in **Appendix A**, Sections 1 to 4, Buyers should either:

4.14.4.1 Re-solicit proposals.

4.14.4.2 Determine if the lack of bids is due to non-competitive or abnormal market conditions.

4.14.5 If the latter is the case, HMC should procure the goods or services necessary to meet its requirements in the most advantageous manner possible. All supporting evidence of the non-competitive condition should be documented for file and approved by the Buyer's immediate functional supervisor.

**5.0 DOCUMENTATION:** Not Applicable

### 6.0 REFERENCES:

6.1 HMC policies and Programs:

6.1.1 OP 4103 Hardware Purchase & Distribution

6.1.2 OP 4033 Linen Purchasing

6.1.3 OP 4040 Office Furniture

6.1.4 OP 4090 New Software Purchase

6.1.5 OP 4060 Copy Center Equipment Purchase

6.1.6 OP 4050 Purchase of Library Education Materials

6.1.7 SA 1054 Hazardous Materials and Waste Management Program (HMWMP)

6.2 Tenders and Auctions Regulation Law No. 24 of 2015.

الميزان | البوابة القانونية القطرية | التشريعات | قانون رقم (24) لسنة 2015 بإصدار قانون تنظيم المزادات والمنقصات (almeezan.qa)

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6.3 Cabinet Resolution No. 16 of 2019.

الميزان | البوابة القانونية القطرية | التشريعات | قرار مجلس الوزراء رقم (16) لسنة 2019 بإصدار اللائحة التنفيذية لقانون تنظيم المناقصات والمزايدات الصادر بالقانون رقم (24) لسنة 2015 ([almeezan.qa](http://almeezan.qa))

### 7.0 ATTACHMENTS:

- 7.1 Appendix A: Purchasing Delegation Matrix within Supply Chain Management.
- 7.2 Appendix B: Flow Chart for Purchase Requisitions Up to QAR 199,999 (Non-Tender)
- 7.3 Appendix C: Basic Flow Chart for Purchase Requisitions for Tenders Between QAR 200,000 and QAR 999,999 (Minor Tender Committee).
- 7.4 Appendix D: Basic Flow Chart for Purchase Requisitions for Tenders Between QAR 1,000,000 and above (Tender Section).
- 4.1 Appendix E: Basic Flow Chart for Purchase Requisitions for Variations from Goods and Services Tenders Between QAR 1,000,000 and above (Drugs Supply).
- 4.2 Sole Source Justification Form.
- 4.3 Pre-Requisites / Rules and Guidelines.

### 5.0 TRACKING HISTORY OF CHANGES:

Revision Date	Version Number	Section Number	Summary of Changes
May 2024	4.0	1.1, 1.3 & 14	• Statement revised and modified
		2.11 & 2.12	• Revised and replaced with new definitions.
		2.13	• Definition revised and modified.
		4.5.4.1	• The information was displayed in a table and the emails have been replaced by new ones.
		4.5.12 & 4.5.14	• New information added.

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		4.8	<ul style="list-style-type: none"> <li>New section stating the process of purchase by direct agreement.</li> </ul>
		4.9.1.1 & 4.9.1.2	<ul style="list-style-type: none"> <li>New information added.</li> </ul>
		4.10.4.1 to 4.10.4.6	<ul style="list-style-type: none"> <li>The word "tender" was replaced by "Interim".</li> </ul>
		4.11	<ul style="list-style-type: none"> <li>Title and content of the section revised, and new information added.</li> </ul>
		4.13.9 & 4.13.11	<ul style="list-style-type: none"> <li>Sections revised and modified.</li> </ul>
		4.14.3	<ul style="list-style-type: none"> <li>Section revised and new information added "Cabinet Resolution No. 16 of 2019".</li> </ul>
		6.2	<ul style="list-style-type: none"> <li>The link added to the reference.</li> </ul>
		6.3	<ul style="list-style-type: none"> <li>New reference added.</li> </ul>
		7.1	<ul style="list-style-type: none"> <li>Appendix A revised and new information added.</li> </ul>
February 2022	3.0	Header Section	<ul style="list-style-type: none"> <li>Version replaced with <b>Effective Date</b>.</li> <li>Last Review Date added with the revision.</li> <li>Hospital(s) replaced by <b>HMC Facilities</b></li> <li>The word <b>Changes</b> was added to Tracking History.</li> </ul>
		1.1 & 1.2	<ul style="list-style-type: none"> <li>Statement revised and new information added.</li> </ul>
		1.3	<ul style="list-style-type: none"> <li>New information added to the statement.</li> </ul>
		2.2, 2.3, 2.8, 2.9, 2.13, 2.22.4 & 2.22.5	<ul style="list-style-type: none"> <li>New definitions added.</li> </ul>
		2.4, 2.7 & 2.22.3	<ul style="list-style-type: none"> <li>Definition revised and modified</li> </ul>
		2.10, 2.11, 2.12, 2.15, 2.16, & 2.17	<ul style="list-style-type: none"> <li>New definitions replacing the previous ones</li> </ul>
		3.0	<ul style="list-style-type: none"> <li><b>Responsibilities:</b> new section added to the policy with new information from section 3.1 to 3.3.</li> <li><b>Change in numbering of policy content.</b></li> </ul>
		4.0	<ul style="list-style-type: none"> <li>Major changes and new information added to the procedure/process section.</li> </ul>
			<ul style="list-style-type: none"> <li>The content has been revised and drafted again in accordance with the Government Procurement Bylaw</li> </ul>

<b>Subject Matter Expert Contributors:</b>	<b>None</b>
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## Appendix A

### Purchasing Delegation Matrix within Supply Chain Management

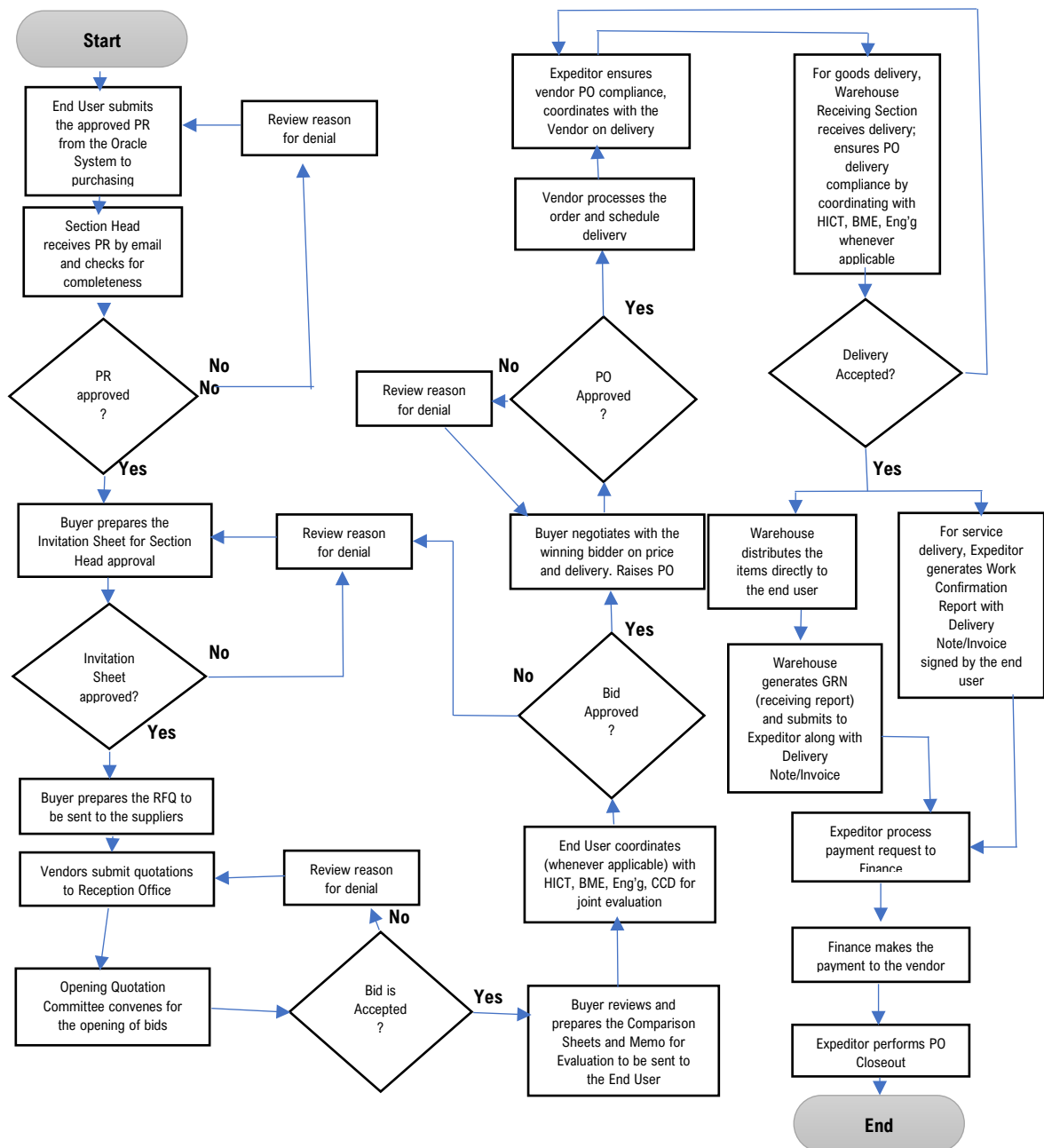
Est. Value (QAR)	Preferred Market Approach	Purchase Request Delegation	Award Approval (Signing of Purchase Orders)	Contract Document
<b>1 to 49,999 for stock or non-stock items</b>	Selected quote confirmed in writing (fax or email) unless: <ul style="list-style-type: none"> <li>Cannot source 3 quotes</li> <li>Emergency purchase from a previously contracted supplier</li> </ul>	<ul style="list-style-type: none"> <li>Buyer / Purchasing Officer/ Senior Purchasing Officer</li> </ul>	<ul style="list-style-type: none"> <li>Section Head / Manager</li> </ul>	<ul style="list-style-type: none"> <li>Purchase Order Conditions if purchase is non complicated low risk.</li> </ul>
<b>50,000 to 199,999 for stock or non-stock items</b>	Selected quote confirmed in writing (fax or email) unless: <ul style="list-style-type: none"> <li>Cannot source 3 quotes</li> <li>Emergency purchase from a previously contracted supplier</li> </ul>	<ul style="list-style-type: none"> <li>Buyer / Purchasing Officer/ Senior Purchasing Officer</li> </ul>	<ul style="list-style-type: none"> <li>Assistant Executive Director of Supply Chain Management</li> </ul>	<ul style="list-style-type: none"> <li>Purchase Order Conditions if purchase is non-complicated low risk.</li> </ul>
<b>200,000 to 999,999</b>	Processing by Minor Tender and Auctions Committee from 200,000 up to 999,999 using below tender types: <ul style="list-style-type: none"> <li>Open / General tender (Standard)</li> <li>Sole source.</li> <li>Limited tender.</li> <li>Direct agreement upon the Chair of Tender Committee decision in accordance with Article 66 of the Cabinet Resolution No. 16 of 2019.</li> </ul> <p><b>NB:</b> Processing by Minor Tender and Auctions Committee from 200,000 up to 999,999.</p> <p>Tenders to be posted in the Monaqasat website (Government Procurement).</p>	<ul style="list-style-type: none"> <li>Asst. Executive Director of Supply Chain Management.</li> </ul>	<ul style="list-style-type: none"> <li>Executive Director Supply Chain</li> </ul>	<ul style="list-style-type: none"> <li>Purchase Order Conditions if contract is low risk, and if PO conditions are sufficient. If key performance indicators (KPI) require then Appropriate HMC contract, template to be used. For Guidance on this, please Contract Manager.</li> </ul>
<b>1,000,000 up to 15,000,000</b>	Tender Committee.	<ul style="list-style-type: none"> <li>Executive Director Supply Chain</li> </ul>	<ul style="list-style-type: none"> <li>Chief of Business Services</li> </ul>	<ul style="list-style-type: none"> <li>Contract Management to advise appropriate Contract template.</li> </ul>
<b>Exceeding 15,000,000 up to 30,000,000</b>	Tender Committee	<ul style="list-style-type: none"> <li>Chief of Business Services</li> </ul>	<ul style="list-style-type: none"> <li>Chief of Tertiary Hospitals</li> </ul>	<ul style="list-style-type: none"> <li>Contract Management to advise appropriate Contract template.</li> </ul>
<b>Exceeding 30,000,000</b>	Tender Committee	<ul style="list-style-type: none"> <li>Chief of Tertiary Hospitals</li> </ul>	<ul style="list-style-type: none"> <li>Managing Director</li> </ul>	<ul style="list-style-type: none"> <li>Contract Management to advise appropriate Contract template.</li> </ul>

#### PO Approval Limit:

Approval Limit Range	Title
<b>0 to 49999</b>	Supply Chain Manager
<b>50000 to 299999</b>	Assistant Executive Director SCM
<b>300000 to 499999</b>	Executive Director of SCM
<b>500000 to 14999999</b>	Chief of Business Services
<b>15000000 to 29999999</b>	Chief of Tertiary Hospitals
<b>30000000 to 99999999999999</b>	Managing Director

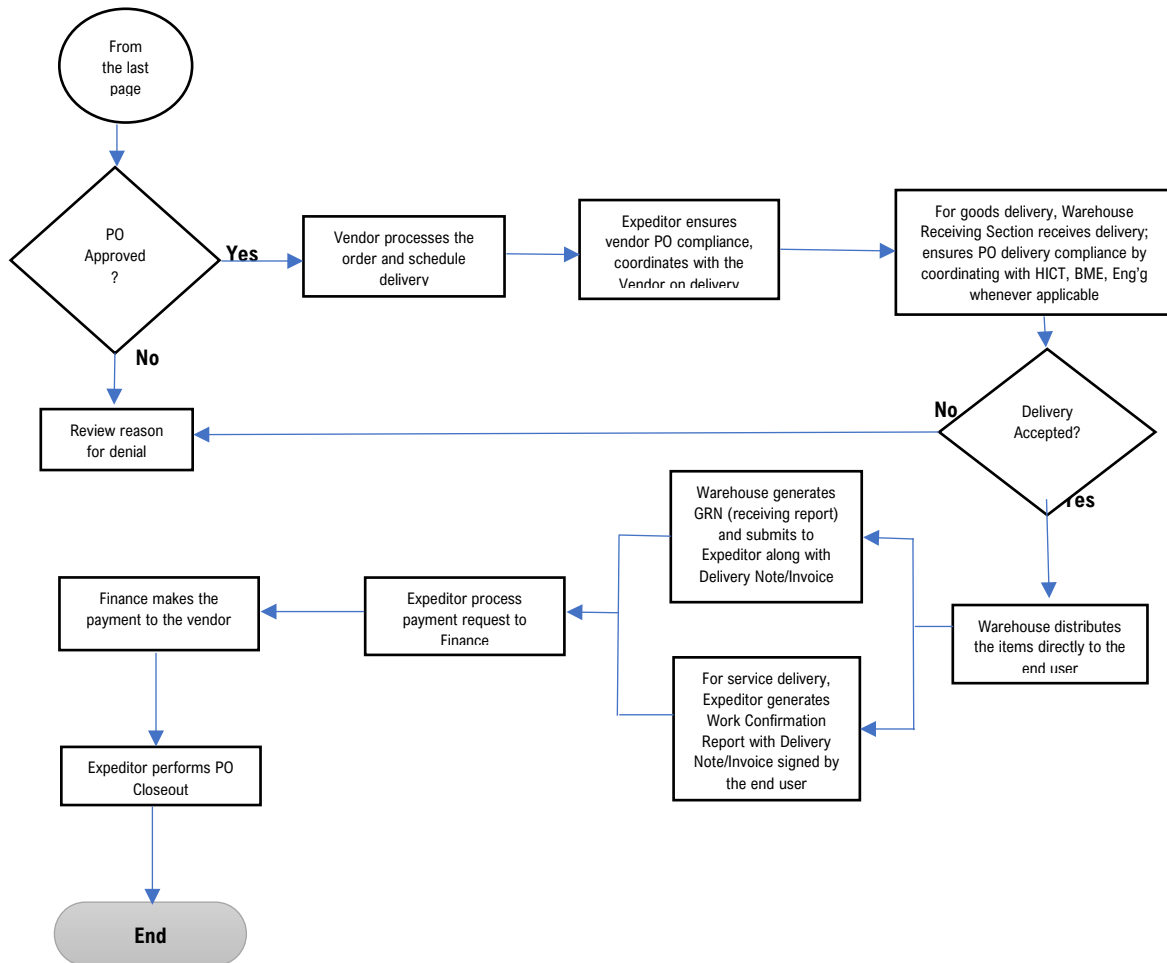
## Appendix B

### Flow Chart for Purchase Requisitions Up to QAR 199,999 (non-tender)



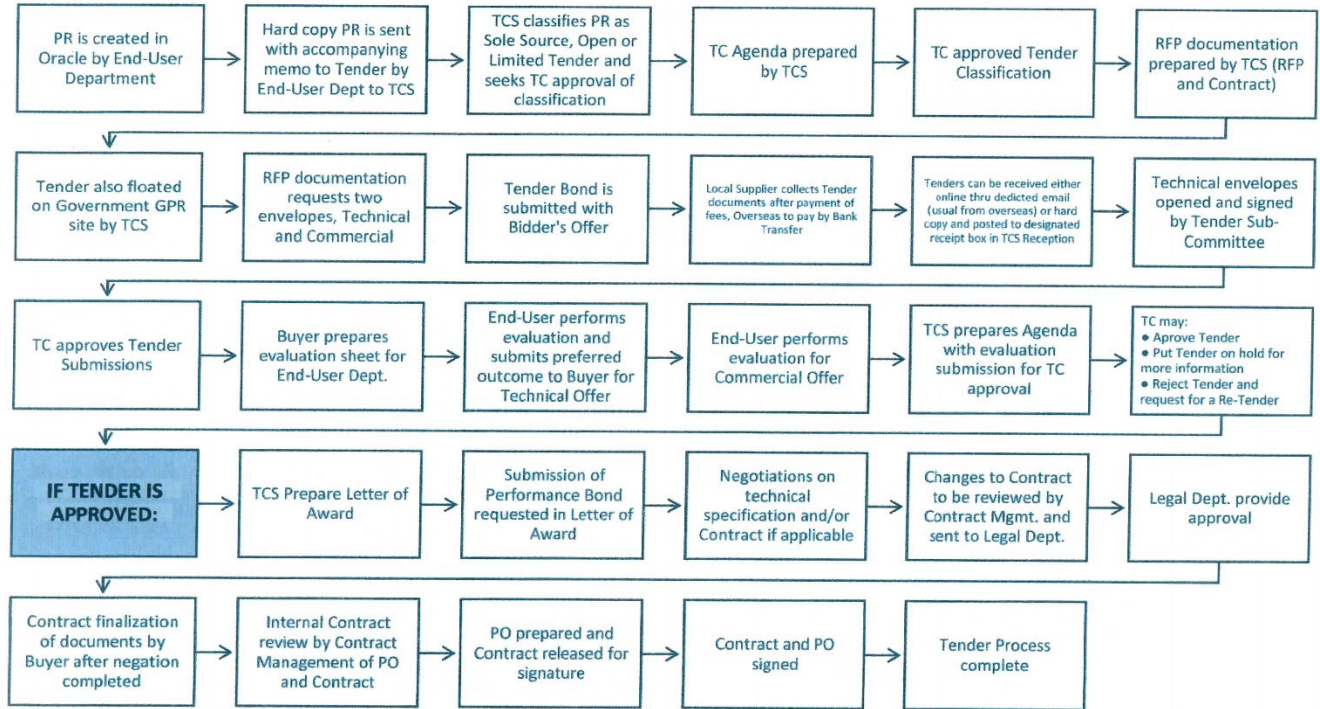


## Appendix C



Appendix D

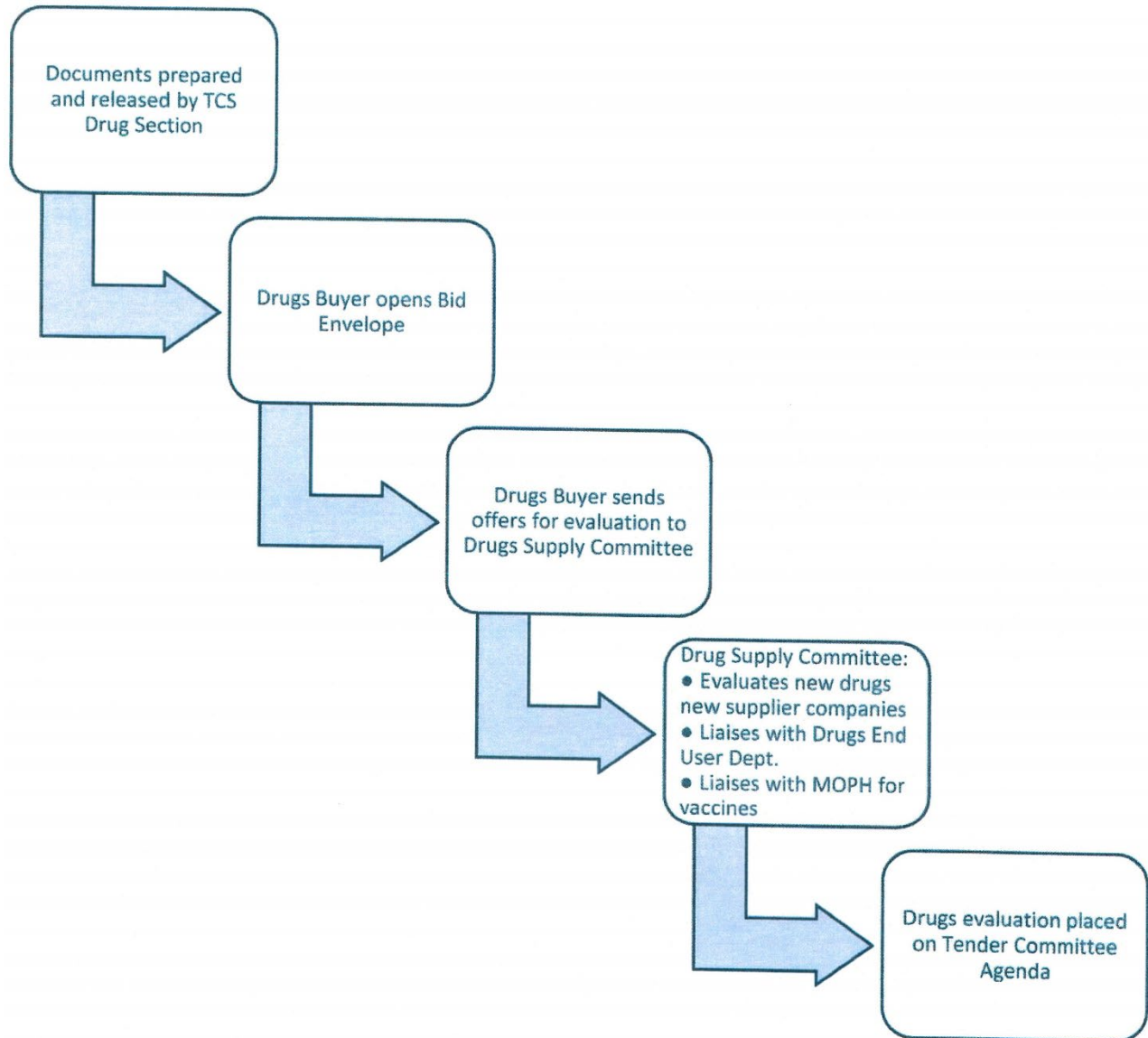
**Basic Flow Chart for Purchase Requisitions for Tenders  
Between QAR 1,000,000 and above (Tender Section)**



- TCS: Tender Committee Secretariat
- TC: Tender Committee
- PR: Purchase Request
- PO: Purchase Order

## Appendix E

### Basic Flow Chart for Purchase Requisitions for Variations from Goods and Services Tenders Between QAR 1,000,000 and above (Drugs Supply)



## SOLE SOURCE JUSTIFICATION FORM

**Note to End-User Department: Before filling this form, you are kindly requested to refer to the attached Article No. 66 of the Procurement Bylaw No. 24 for the Year 2015.**

Purchase Requisition No.:		User Department:	
Estimate Value (QAR):		*Requestor Name:	
Request Date:		Corp. No.	

\*Authorized Signature with Stamp is required

**Please check the applicable box:**

- Sole Source (Compatibility with Existing Equipment/Warranty)
- Sole Source (Brand / Model)

By completing and signing this Sole Source Justification Form the Department confirms the following is a true statement:

The goods or services:

- are only available from a single source and or
- has unique or special design or performance features, characteristics, capabilities and are essential to the completion of the work, project, or part thereof and without such purchase will result in a discernable detriment to HMC.

**Questions to be completed by the Department:**

1. Define why the goods or services are essential to HMC.


2. Advise why goods or services purchased from other Suppliers will not satisfy HMC's requirements.


3. If the Sole Source purchase is not approved for whatever reason, please advise the impact to HMC.


**If item is for Supplies or Equipment:**

<b>Manufacturer(s) &amp; Model No.(s):</b> (Requester should attach the Manufacturer - Sole Agent Authorization Letter)	
<b>Purchase Description:</b>	

**If item is Services:**

<b>Only known source(s) of service(s):</b>	
<b>Description of Service(s):</b>	

The goods or services listed herein will be used as indicated below:

- Replacement Parts
- In conjunction with existing equipment

<b>Requesting Department Head:</b>		<b>Date:</b>	
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\*Authorized Signature with Stamp is required

The authorized staff either from **HICT/BME/Engineering/CCD/HFD** signing below certifies that only item(s) or service(s) specified in this purchase request provide a reasonable level of assurance of compatibility with existing equipment or of compliance with manufacturer's warranty.

<b>Authorized Person:</b>		<b>Date:</b>	
<b>Corporation Number:</b>		<b>Contact Number:</b>	

**\*If the Purchasing Department has determined that their need can be met by a specified list of vendors, competition will be limited to those vendors only.**

**SCM Disposition:**

<b>Authorized Person / Designation:</b>		<b>Date:</b>	
<b>Corp. No.:</b>		<b>Disposition:</b>	<b>Approved / Rejected</b>

### **Sole Source Definition**

A sole source purchase means that only one supplier (source), to the best of the requester's knowledge and belief, based upon thorough research, (i.e. conducting a market survey), can deliver the required product or service. Similar types of goods and services may exist, but only one supplier, for reasons of expertise, and/or standardization, quality, compatibility with existing equipment, specifications, or availability, is the only source that is acceptable to meet a specific need.

### **Guidelines:**

1. A sole source purchase is a method of acquisition. It is not to be used to avoid competition.
2. Sole source justifications must be approved by SCM - Procurement prior to an order being placed.
3. Price cannot be used as a factor in determining if a sole source exists because it indicates the existence of a competitive marketplace.
4. Helpful Links

### **Sole Source Justification Criteria**

The following list of criteria may be used in determining if a single or sole source situation exists:

1. Only one manufacturer makes the item meeting salient specifications; that manufacturer only sells direct/exclusively through one regional/national representative.
2. Item required must be identical to equipment already in use by the end user, to ensure compatibility of equipment, and that item is only available from one source; the same reasoning applied in the continuation of research situation.
3. Collaborative project- Supplier is named by the funding source, inter-agency agreement or clinical trials where the identical equipment is required for compatibility and continuity of research.
4. Maintenance or repair calls by the original equipment manufacturer (OEM) are required for a piece of equipment, and the manufacturer does not have multiple agents to perform these services.
5. Replacement or spare parts are required from the OEM and the OEM does not have distributors for those parts.
6. Patented items or copyrighted materials, which are only available from the patent or copyright holder.
7. A medical/surgical decision by a medical/dental professional, where a specific brand is required for patient care, and the manufacturer has no multiple distributors for the product.
8. Unique expertise, background in recognized field of endeavor, the result of which may depend primarily on the individual's invention, imagination, or talent. The consultant has an advanced or specialized knowledge, or expertise gained over an extensive period in a specialized field of experience.
9. A Market Survey has been conducted to determine whether other potential sources capable of satisfying the requirement exist. A list of the suppliers contacted, along with the reason why each supplier could not meet the requirements may justify a sole source purchase. Market Survey Defined: A "market survey" refers to efforts to determine whether other qualified sources capable of satisfying the UW's requirement exist. Testing the marketplace may range from telephone to written contracts with suppliers' experts regarding similar or duplicate goods and services. The extent of the market survey depends on what constitutes a reasonable effort under the circumstances to ensure that competition is not feasible. If only one source is identified as a result of the market research, this fact may be used to help justify a noncompetitive acquisition.

**Note:** An item being a "sole brand" or a "sole manufacturer" does not automatically qualify to be a "sole source". Many manufacturers sell their products through distributors. Therefore, even if a purchase is identified as a valid "sole brand" or "sole manufacturer", the requester should verify whether the manufacturer has multiple distributors. If the manufacturer does have multiple distributors, competition should be sought among the distributors.

## **Chapter VI**

### **Direct Agreement**

#### **Article (65)**

Contracting shall be through direct agreement by decision of the Chairman, upon justified recommendation of the Committee, with a supplier, contractor, consultant or service provider to procure items, implement works or to provide specific services, in the emergency cases that does not tolerate following procedures of the tender or practice; or due to nature and distinctive nature of the required items, works or services, in any of the following cases:

1. If the required items, works or services are available only with a sole source.
2. Upon announcing, publication, prescription in the newspapers, magazines, periodicals and other media of advertising, purchasing of necessary books, scientific and cultural references for the Government Agency.
3. If works or items are required only for trial purposes.
4. If the situation involves testing of the required items and purchasing them from the place of their production, due to their featured or monopolistic nature which have no alternative.

In all cases, the Government Agency shall inform the Department of all contracting cases of the direct contracting and their justifications, if value of the contract exceeds the amount decided by the Minister.

#### **Article (66)**

The Competent Department, in the cases of contracting through direct agreement, shall advise the Committee with the following information:

1. State reasons and justifications that required request approval of contracting through direct agreement.
2. State principles adopted to determine the estimated value; and if subject of the contracting has been implemented, the previous price and date of implementation shall be mentioned.
3. State rate of the annual consumption and quantity available in the warehouses of the items required to be procured through the direct agreement, if any.
4. Attach the exclusive agent's certificate, if the items, works or services to be contracted are available only with a sole source.
5. Attach the financial tender and recommendation of the Competent Department thereon.
6. Attach confirmation of availability of the financial allocation.

## الفصل الخامس

### المسابقة

#### مادة (٦٤)

يكون التعاقد بطريق المسابقة بقرار من الرئيس ، بناءً على توصية مسببة من اللجنة .

وتتولى الإدارة المختصة ، بالتنسيق مع الإدارة الطالبة ، الإعلان عن المسابقة ، على أن يتضمن الإعلان ما يلي :

- ١- أغراض المشروع ونطاقه ومواصفاته التفصيلية .
  - ٢- قيمة الجوائز أو المكافآت التي تُمنح للفائزين ، أو التعويضات التي يمكن منحها لباقي المشاركين .
  - ٣- المعايير والأسس التي تم اعتمادها للمفاضلة بين العروض المتقدمة للمسابقة .
  - ٤- مآل ملكية الدراسات أو التصميم أو المخططات أو المجسمات الفائزة وغير الفائزة .
  - ٥- موعد ومكان تقديم العروض محل المسابقة .
- وتتولى اللجنة ، بالتنسيق مع الإدارة المختصة ، اختيار العروض الفائزة وترتيبها ، وفقاً للمعايير والأسس المعلن عنها .

## الفصل السادس

### الاتفاق المباشر

#### مادة (٦٥)

يكون التعاقد بطريق الاتفاق المباشر ، بقرار من الرئيس ، بناءً على توصية مسببة من اللجنة مع مورد أو مقاول أو استشاري أو مقدم خدمة لشراء أصناف أو تنفيذ أعمال أو تقديم خدمات محددة ، في الحالات الطارئة التي لا تحتمل اتباع إجراءات المناقصة

أو الممارسة ، أو نظراً لطبيعة وخصوصية الأصناف أو الأعمال أو الخدمات المطلوبة ، وذلك في أي من الحالات التالية :

- ١- إذا لم تكن الأصناف أو الأعمال أو الخدمات المطلوبة متوفرة إلا لدى مصدر وحيد .
  - ٢- عند الإعلان والنشر والاشتراك في الصحف والمجلات والدوريات وغيرها من وسائل الإعلان ، وشراء الكتب والمراجع العلمية والثقافية اللازمة للجهة الحكومية .
  - ٣- إذا كانت الأعمال أو الأصناف مطلوبة على سبيل التجربة .
  - ٤- إذا اقتضى الأمر اختبار الأصناف المطلوبة وشراءها من أماكن إنتاجها ، بسبب طبيعتها المتميزة أو الاحتكارية التي ليس لها بديل .
- وفي جميع الأحوال ، يجب على الجهة الحكومية إخطار الإدارة بجميع حالات التعاقد بالاتفاق المباشر ومبرراتها ، وذلك إذا زادت قيمة التعاقد على المبلغ الذي يصدر بتحديد قرار من الوزير .

#### مادة (٦٦)

يجب على الإدارة المختصة ، في حالات التعاقد بالاتفاق المباشر ، موافاة اللجنة

بما يلي :

- ١- بيان بالأسباب والمبررات التي استدعت طلب الموافقة على التعاقد بالاتفاق المباشر .
- ٢- بيان الأسس التي تم الاعتماد عليها لتحديد القيمة التقديرية ، وإذا كان موضوع التعاقد قد سبق تنفيذه ، فيجب بيان السعر السابق وتاريخ التنفيذ .
- ٣- بيان معدل الاستهلاك السنوي والكمية الموجودة بالمخازن للأصناف المطلوب شراؤها عن طريق الاتفاق المباشر إن وجدت .
- ٤- إرفاق شهادة الوكيل الحصري ، إذا كانت الأصناف أو الأعمال أو الخدمات المطلوب التعاقد عليها لا تتوفر إلا لدى مصدر وحيد .
- ٥- إرفاق العطاء المالي ، وتوصية الإدارة المختصة بشأنه .
- ٦- إرفاق ما يفيد توافر الاعتماد المالي .

## Pre-Requisites / Rules and Guidelines

The following points are to be taken into **High Consideration** while creating the purchase request(s):

1. Please provide complete, accurate, thorough information on each requisition. Without enough details, the order cannot be processed, and time spent requesting clarifying details results in order delays. To assist us in expediting orders and ensuring order accuracy, please include the following detail in your requisitions:
  - a) **Item Description (General Description)**: Do not leave the default description, populated from the Oracle catalogue description. Delete the default and provide a detailed description of the item using all CAPITAL LETTERS. Include the item name, size, color, etc. Provide as much detail as possible. The description should start out with a general idea of what the item is, followed by additional detail.
  - b) **Item Description (Specific Brand/Model)**: Submission of the Sole Source (Brand) is required along with the purchase requisition.
  - c) **Vendor**: Suggested source can be provided for reference purpose only. If vendor is sole provider, Sole Source Justification Form must be accomplished and submitted to SCM for further approval. If item requested is a repeat order, please provide the previous P.O. Number.
  - d) **Quantity**: Specify the quantity you need. This should be the # each, # of cases, etc. depending on the unit of issue.
  - e) **Sample**: Specify if submission of sample is required and specify the quantity required. Please mention the contact person in case of sample submission.
  - f) **Unit Price**: Enter the unit price (cost for each, per set, etc., depending on the unit of issue). If price of item is unknown, indicate an estimated amount. Please do not submit requisitions for zero value.
  - g) **Special Instruction**: Include any information not stated on the above.
  - h) **Requisition Attachments**: Electronically attach any applicable information to your requisition (i.e. catalog page, printout from website, picture, applicable HMC Technical Specification Compliance Checklist either from BME, Engineering, HICT, etc.)
  
2. Evaluation is to be made in coordination with the below-indicated department(s) or section(s) with a copy of approval (The End user must send the evaluation to Supply Chain Management and the following departments and sections are not allowed to send the evaluation directly to Supply Chain Management).
  - a) **Engineering Department**
  - b) **Bio-Engineering Section**
  - c) **Laundry**
  - d) **Health Sciences Library**
  - e) **Central Sterile Supply Department**

## Pre-Requisites / Rules and Guidelines

- f) **Medical Gas Section**
- g) **Occupational Health & Safety**
- h) **Legal Affairs Department**
- i) **Medical & Client Devices Workgroup (CIS: Clinical Information System)**
- j) **Commercial Units Management/ Health Facility Projects Mgmt. & Construction Department.**
- k) **Branding (Logo Section)**
  - End-users are urged to coordinate with Branding Section.
- l) **Health Information & Communication Technology (HICT)**
  - End-user is requested to take approval from HICT and Internal Audit Department for any IT Purchase Request exceeding Qrs. 200,000 before sending it to Tender Committee.
- m) **Copy Center (For new Photocopy machines and Spare Parts).**
  - Request for Office Admin Printer to go to Copy Centre ([copycentre@hamad.qa](mailto:copycentre@hamad.qa) or [SNAZAR@hamad.qa](mailto:SNAZAR@hamad.qa), Contact No: 33510202 /40260706).
  - Request for Printer related to CERNER to be forwarded to HICT.
- n) **Corporate Communications Department**
  - (For tele-communication requirements, mobile phones subscriptions, including Web Section for Website and Mobile Application Requests).
  - **Note:** As per the circular # 3/2018 dated 5.6.2018 from the Office of the Prime Minister, **for any media and advertisement campaign**, it is mandatory for all end-user departments to obtain prior approval from the Corporate Communications Department before proceeding further with the request.
- o) **Human Resources (Credentialing Section)**
  - For the verification & fulfillment of Job Description & other requirements for outsourced staff (all grades/ positions: Physicians, Executives, Clinical & Professional, Admin & Support), Healthcare professionals to pass Credentialing and then start Qatar Council for Healthcare Practitioners (QCHP) licensing process.
- p) **Corporate CPR (Cardiopulmonary Resuscitation)**
  - Committee for the procurement of all items related to Ecarts including Defibrillators/ Emergency Suction/ contents and consumables.
- q) **Critical Care Equipment Evaluation Group:**
  - For the procurement of Ventilators, Monitors, Vital Sign Machines, Infusion Pumps, Critical Care Beds, Capnography Device, Invasive monitoring consumable including central catheterization, Airway devices and consumables including BVM, ECMO related equipment, Emergency response bags and associated consumable. For further details, please contact [CRC@hamad.qa](mailto:CRC@hamad.qa) directly.

## Pre-Requisites / Rules and Guidelines

- r) **Resuscitation Equipment Evaluation Group:**
- For the procurement of Defibrillators including AEDs and related accessories and consumables, Emergency Cart (E-Cart), Portable Suction Device, Mechanical chest compression devices (e.g. Lucas). For further details, please contact [CRC@hamad.qa](mailto:CRC@hamad.qa) directly.
- s) **Manual Handling Committee**
- Team to review any manual handling related equipment (in terms of equipment standards, needs assessment, process of raising PRs and equipment evaluation) and to support end users for their patients needs in term of equipment, site, assessment and training. For further details, please contact [Sshajy@hamad.qa](mailto:Sshajy@hamad.qa).
- t) **Implanted Medical Devices Committee**
- For any purchase request related to medical implantable devices (whether stock or non-stock), once Supply Chain Procurement or Tender Committee will receive the evaluation regarding the selection quotation / offer from the end-user, we will issue the purchase order immediately however the end-user still needs to get approval from the Implanted Medical Devices Committee thru email: [implantedmdcommittee@moph.gov.qa](mailto:implantedmdcommittee@moph.gov.qa) and once approved, to forward the copy of the purchase request along with the approval to either Supply Chain Procurement or to Tender Committee for documentation purposes.
- u) **Perioperative Procurement Committee:**
- For the procurement of Operating Theaters procurement of equipment, materials and consumables across HMC.
- v) **Any other department(s) deemed necessary which is / are not covered in this memo:**
3. **VERY IMPORTANT:** In order to ensure the timely processing of your purchase request, please **always make sure to forward the hard copy of the PR to Supply Chain Management** after it is approved in the Oracle System otherwise Supply Chain Management will not be responsible for any delays.
4. Once the PR approval request is completed, the end-user must send an email or hard copy of the PR number to the relevant Section Heads mentioned below and the subject to be coordinated further with the respective section only:
- a) **To SCM Procurement Section (PRs with a total value of less than and up to Qrs. 999,999 only):**
- Medical Procurement Section: Mr. Zakaria Khataybeh, Email: [zkhataybeh@hamad.qa](mailto:zkhataybeh@hamad.qa), Tel: 44391579
  - General Procurement Section: Mr. Faisal Al Helabi, Email: [FALHELABI@hamad.qa](mailto:FALHELABI@hamad.qa), Tel: 44392295
  - Engineering Procurement Section: Mr. Elfateh Bushra, Email: [Ehamed@hamad.qa](mailto:Ehamed@hamad.qa), Tel: 44392918

## Pre-Requisites / Rules and Guidelines

- Pharmaceutical Procurement Section: Mr. Hisham K Nasser, Email: [Hnasser@hamad.qa](mailto:Hnasser@hamad.qa), Tel: 44396563
- b) **To Tender & Contracts Section (PRs with a total value starting from Qrs. 1,000,000 and above):**
- Mr. Abdallah R.A.E. El Eker, Email: [AEIEker@hamad.qa](mailto:AEIEker@hamad.qa), Tel: 44391788
  - Mr. Ahmed Saleh Khaled Jaradat, Email: [AJaradat@hamad.qa](mailto:AJaradat@hamad.qa), Tel: 44391790
  - Ms. Juliet B. Castro, Email: [JCastro@hamad.qa](mailto:JCastro@hamad.qa), Tel: 44391782
  - Mr. David Mark Caraca Bajenting, Email: [DBajenting@hamad.qa](mailto:DBajenting@hamad.qa), Tel: 44396766
  - Mr. Mohamed Sameer Mohd Saly, Email: [MSaly@hamad.qa](mailto:MSaly@hamad.qa), Tel: 44391797
5. While sending any correspondence/ purchase request to the Tender Committee or Minor Tender Committee, **please do not address it to the 'CHAIRMAN' directly**, rather **address it to the 'Assistant Executive Director of Supply Chain'** and he will further forward the issue to the relevant Committee accordingly, as Supply Chain Management is 'the department concerned with arrangement of the Government procurements in the Ministry'.
    - PR's with the value of Qrs. 200,000 up to Qrs. 999,999 will be dealt thru Minor Tender and Auction Committee.
    - PR's with the value of 1 Million and above will be dealt thru Tender Committee.
  6. If an item or service to be purchased is required for long term use then the PR should be made as long-term contract, for example, 3 or 5 years contract (unless there is awareness that technology is going to change soon). This reduces the need to duplicate PR's. Where delivery is over multiple dates, the delivery should be set out in the PR as per your required dates (which can be changed later subject to Supplier agreement).
  7. Evaluation Scoring Criteria must be included within the Purchase Request as such information must be included when the Tender is announced as a mandatory requirement: Scoring and or Weighing System (the criteria for making evaluation and the passing or failure percentage). If such scoring criteria is not included in the PR and the vendor is unaware of the requirements before submission of quotations, such scoring criteria, cannot be applied later during the evaluation stage.
  8. The site must be ready before purchasing the item.
  9. In order to obtain the best price, the end-user should request for several options while raising the PR for example, to be categorized as: option 1 to be price for 1 year, option 2 to be based on 2 years, and option 3 to be the price for 3 years quantity.
  10. PR cost estimation: While inputting the estimated cost of the PR in the system, the requestor should consider price increases by adding 10% to the previous year's cost.
  11. The purchase request should indicate (whether stock or non-stock) if you already know the Supplier (local or overseas) of the requested item(s).
  12. Supply Chain recommends that all end-users have contingency (backup plan) for all their items (please do not rely only on the Supplier). End Users may use the available comparison sheet for this purpose (please validate and test other items even though HMC will not buy now).

## Pre-Requisites / Rules and Guidelines

13. If the item is already received by or delivered to the end-user ahead of time (before raising the purchase request), then please do not raise a purchase request as Supply Chain Management Department cannot process the request (as per Tender and Auctions Law), and the end-user needs to make settlement/ payment of this item directly with Finance Department (after getting approval from Chief of Business Services).
14. If samples are required for any item, please specify it exactly within the PR next to each line item (for which the samples are needed) along with the required quantity (number of samples).
15. If the samples are approved previously, then there is no need to request for samples again.
16. End-users are required to take into account the compliance with the national standards approved while submitting any purchase request. The specifications can be obtained from the Qatar General Organization for Standards and Metrology.
17. For tracking purposes, it is recommended to raise a purchase request in the System even with zero value (0.00001) for every 'Request for Information' (RFI).
18. With reference to the circular reference # 11/2017 from Government Procurement Regulatory Department and the Decision no. 22/2017 from the Ministry of Transport and Communications, HICT (Health Information and Communication Technology) Department needs to obtain prior approval from the Ministry of Transportation and Telecommunication for any projects and purchase requests (with the value of Qrs. 500,000 and above) related to information and technology and provide a copy of approval to Supply Chain Management or Tender Committee as the case may be.
19. For spare parts or maintenance requests, the end-users need to provide the following data (as per the circular # 2/2019 from Ministry of Finance):
  - a) Date and cost of purchasing the equipment.
  - b) The supplier company of the asset (equipment).
  - c) Depreciation rate or Remaining Asset value.
  - d) The Administration responsible for its operation.
  - e) The expiry date of the license and the insurance of the equipment (if any).
  - f) Details of the operational and capital expenditures incurred (total amount spent on the equipment from the date of purchase).
20. After raising the purchase request, End-user cannot decrease or increase the quantity however after the purchase order is issued, you are allowed to decrease or increase up to 20% of the quantity (total cancellation of purchase order is possible but subject to the vendor's approval).
21. As per the Government Procurement Bylaw, it is not allowed to raise a confirmation purchase order (receiving the item before issuing the purchase order) under any circumstances.

## Pre-Requisites / Rules and Guidelines

### 22. Please find below the process for raising **Blanket Purchase Agreement**:

1. A memo will be sent to Tender Committee/ Procurement Section (depending upon the value of the contract) from the end-user department along with the list of items to create a Blanket Purchase Agreement for the On-Call Basis items.
2. Item cost will be fixed for an agreed period.
3. Item codes will be created in Oracle based on the item list.
4. After getting approval from the Tender Committee, the Buyer will create a BPA in the Oracle for the agreed period and the agreed amount.
5. End user department will raise a PR against the Item codes whenever the items are required.
6. Purchase Order will be generated automatically by the system along with the release number.
7. Expediting Team will process the Purchase Order.
8. Supplier will directly deliver the items to the respective department as per the terms and conditions with the supplier.
9. End-User will acknowledge the items are physically received by the department.
10. Supply Chain Management will take care for receiving the items in the system after acknowledged by the End User Department

#### **Advantages:**

1. No delay for order processing i.e. PR to PO.
2. Item will be available at on call basis within the agreement period and the agreed rate.
3. Helps to allocate proper budgeting.
4. Price can be negotiated over a period of time and it can't be changed under any circumstances.

#### **Disadvantages:**

1. No change in the item price within the agreement period, even if the price goes down in the market.
2. Will be dependent from a specific supplier.

23. As per the Ministry of Finance Circular # 20/2020/ح م ا ت م / dated 7-10-2020, it is not allowed and against the Government Procurement Bylaw and Policy & Procedures Articles No. (2), (3), (10) and (81) to put any extra/ spare or buffer value or quantity in the purchase request. The purchase request quantity and value should be as per the actual requirements only (no extra or spare or buffer value or quantity should be requested).

24. **For purchase requests with the value of 1 Million and above:** In addition to raising the PR in the Oracle System, the End Users need to complete Request for Proposal Document available in the Oracle (**Section 2.7 only** which should contain a summary of the Scope of Work for the RFP). If further Scope detail is required for example technical data or tables of data, End Users can create an Appendix B at the end of the RFP document. You can also contact the following to get the RFP document:

- Mr. Denis Jessop (Contracts Manager), Tel: 44391794, Email: [DJessop@hamad.qa](mailto:DJessop@hamad.qa)
- Mr. Mohamed Helmy (Sr. Purchasing Officer), Tel: 44394386, Email: [MElsafa@hamad.qa](mailto:MElsafa@hamad.qa)

## Pre-Requisites / Rules and Guidelines

25. End-users / Ordering Departments need to comply with the below policies available on the Intranet:
- OP 4103 – Hardware Purchase & Distribution
  - OP 4033 – Linen Purchasing
  - OP 4040 – Office Furniture
  - OP 4090 – New Software Purchase
  - OP 4060 – Copy Center Equipment Purchase
  - SA 1054 - Hazardous Materials and Waste Management Program (HMWMP)
26. End-users need to raise PRs at the latest by July or earlier (of every calendar year) in order to utilize the approved budget for that year because if Finance Department does not pay to the vendors by the 31<sup>st</sup> December of each calendar year, then the unutilized budget for that year will be automatically cancelled.
27. As per the guidelines received from the Government Procurement Regulatory Section (Ministry of Finance) vide their circular no. 8 for the Year 2020 with reference MOF-06-2020-714GP dated 28.6.2020, the following documents must be available before sending any of the below-indicated contracts to the Buyer for further processing:

### **Type of Contract:**

- Blanket Purchase Agreement
- On-Call Basis or Upon Request Contracts

### **Required Documents:**

- Covering memo in Arabic Language mentioning the subject / and type of contract / and duration / and the estimated value.
- Copy of the previous purchase order / and copy of the previous contract (in Arabic Language) /and unit prices /and total value / and yearly consumption / and any contract amendment.
- The items or works or services required / and the minimum and the maximum quantity/ and scope of work (in Arabic language). NOTE: Minimum quantity will be the quantities mentioned in your purchase request and for the maximum quantity (you may consider and calculate as 20% extra of each item).

28. As per Article No. (65) and (66) of the Government Procurement Bylaw, the below-indicated criteria needs to be followed while going through Direct Agreement/ Sole Source purchase are:

### **Article (65)**

Contracting shall be through direct agreement by decision of the Chairman, upon justified recommendation of the Committee, with a supplier, contractor, consultant or service provider to procure items, implement works or to provide specific services, in the emergency cases that does not tolerate following procedures of the tender or practice; or due to nature and distinctive nature of the required items, works or services, in any of the following cases:

## Pre-Requisites / Rules and Guidelines

1. If the required items, works or services are available only with a sole source.
2. Upon announcing, publication, prescription in the newspapers, magazines, periodicals and other media of advertising, purchasing of necessary books, scientific and cultural references for the Government Agency.
3. If works or items are required only for trial purposes.
4. If the situation involves testing of the required items and purchasing them from the place of their production, due to their featured or monopolistic nature which have no alternative.

In all cases, the Government Agency shall inform the Department of all contracting cases of the direct contracting and their justifications, if value of the contract exceeds the amount decided by the Minister.

### **Article (66)**

The Competent Department, in the cases of contracting through direct agreement, shall advise the Committee with the following information:

1. State reasons and justifications that required request approval of contracting through direct agreement.
2. State principles adopted to determine the estimated value; and if subject of the contracting has been implemented, the previous price and date of implementation shall be mentioned.
3. State rate of the annual consumption and quantity available in the warehouses of the items required to be procured through the direct agreement, if any.
4. Attach the exclusive agent's certificate, if the items, works or services to be contracted are available only with a sole source.
5. Attach the financial tender and recommendation of the Competent Department thereon.
6. Attach confirmation of availability of the financial allocation.

**NOTE:** It is **mandatory** for the end-user department to always provide justification for the **SOLE SOURCE cases**.

29. Please read the complete terms and conditions of the executive rule of the Tender and Auctions regulation law, issued by law no. 24 of 2015 available on [www.almeezan.qa](http://www.almeezan.qa).