

## Policy Title: Purchasing, Tendering and Inventory

Policy Reference: C-GA-003

Version: 1

Person Responsible: Deputy CEO Resources and Information Affairs

### 1. Policy Statement

Bahrain Polytechnic (Purchasing and Materials Department) is committed to process all procurements against the approved purchasing requests in order to fulfil Bahrain Polytechnic requirements at the most effective manner, using efficient and professional methods according to the standard Ministry of Finance manual rules and regulations. In addition to a smooth flow of supplies & services to the polytechnic.

Bahrain Polytechnic Purchasing and Materials Department) will be following the Standard Financial Manual issued by the Ministry of Finance, Tender Board Rules and Regulations.

### 2. Definitions

Annual Purchasing Plan	<p>A written plan with designated details listing the anticipated annual requirements (goods or services) to enable appropriate consideration and approval for proposed procurement activity.</p> <p>At Bahrain Polytechnic, a template is filled by each directorate at the beginning of the year, and used to list the anticipated annual requirements (commodity or service). The template is used to maintain proper control on purchases and ensure that purchases are in line with the budget.</p> <p>The Annual Purchasing Plan is an informative document and the acquisitions included in it can be cancelled, reviewed or modified. This information is not a commitment or obligation on the part of the State Agency or agrees to purchase goods, works or services mentioned therein.</p>
Bidder	Vendor participating in tender.
Blanket Purchase Order	A purchase order which the customer makes with the supplier containing multiple delivery dates over a period of time, often negotiated to take advantage of predetermined pricing.
Bahrain Polytechnic Procurement Board (BPPB)	A Committee assigned by the BOT that monitors purchases, compliance with the Purchasing and Tendering Policy and Procedures and Tender Board.
Buyer	Bahrain Polytechnic Purchasing and Materials Department (Purchasing Section) staff. which is responsible of taking the procurement procedure

according to the standard Ministry of Finance policy and procedures manual.

Central Financial System (CFS)	The Ministry of Finance central financial oracle based application for the formulation and control of the Bahrain Polytechnic budget.
Designated quotations area	A location allocated by Purchasing section for the purpose of receiving sealed quotations and local tenders from suppliers, opened only by the open purchase committee as mentioned in the documentation (i.e. RFQ, RFP)
Direct Tender or Purchase	Requesting Quotes and proposals from one particular vendor. , such purchase type is usually used for an item/service where the requester/Bahrain Polytechnic has developed confidence in one supplier only or in some cases goods/services need a specific requirements which no other suppliers can afford.
Higher Purchase Committee (HPC)	A committee that have delegated responsibility from the BOT to approve Bahrain Polytechnic Purchases greater than 300BD excluding manpower
Inventory	Purchasing and Materials Department (Inventory Section) is responsible of coordinating and controlling the receiving of goods/services by an Inventory Section employee personal appearance during the receiving process in addition to receiving the approved delivery notes and service reports from the requesters (users) and the suppliers. Moreover the Inventory Section is responsible of receiving the invoices to be processed through Finance Directorate after attaching the needed documents according to MOF requirements.
Limited Tender/ purchase	Requesting Quotes or proposals from a selective qualified or well-known suppliers .Such purchase type is not a newspaper advertised request, however the Purchasing Department shall send out an invitations for the selected suppliers to participate in submitting Quotations or proposals according to BP requests.
Manpower	Bahrain Polytechnic Human Resources
Preferred Supplier	A supplier of goods or services through a p which follows a transparent procurement process, has been selected in accordance with documented criteria to supply goods or services on an on-going basis to the Polytechnic.
Public Tender	Also called Open Tender, is an arrangement to invite suppliers to apply for tender documents though advertisements in newspapers. This method maintains transparency.
Purchasing	The formal process of buying goods and services. The process usually starts with a request then a Purchase Request is generated, which details the requirements. A request for proposal (RFP) or request for quotation (RFQ) is then raised. Suppliers send their quotations in

Petty Cash	<p>response to the RFQ, and a review or evaluation is undertaken where the best offer is given the purchase order.</p> <p>Purchases up to BHD 50/- must follow the Finance Directorate Petty Cash guidelines. Petty cash purchases can be done upon submission of the properly completed form through Finance Directorate. Petty Cash form can be found in Bahrain Polytechnic's share point.</p>
Purchase Order (PO)	<p>Also called an order, is a document created by the buyer that authorizes a purchase transaction. When accepted by the seller, it becomes a contract binding between both parties. A purchase order includes details (i.e. descriptions, specification, quantities, prices, discounts, payment terms, date of performance or shipment, other associated terms and conditions, and identifies a specific seller.</p>
Purchase Request (PR)	<p>Also called requisition, is a document generated by a directorate/faculty to notify the Purchasing and Materials Department of items needs to order, including details (i.e. specification, quantity, timeframe). It may also contain the authorization to proceed with the purchase.</p>
Quotation	<p>A price provided by one or more suppliers for specified goods or services in response to a quotation request (verbal or written) by the Purchasing Department</p>
Request for Quotation (RFQ)	<p>An invitation prepared by the Purchasing Department to be sent out for suppliers, in order to receive Quotations according to the approved purchase requests . it's also considered as a document used when the organization wishes to see competitive pricing from multiple suppliers of the requested goods or service.</p>
Request for Proposal (RFP)	<p>A document used when the organization wishes to see technical proposal, commercial and financial from supplier(s) to provide the required service/item.</p>
Sole source Tender	<p>A tender involves sending the Tender to one particular supplier, normally for an item where there is only one supplier available in the market that can provide the requested requirements.</p>
Supplier Contract	<p>A Legal agreement between Bahrain Polytechnic and an external supplier for the delivery of defined goods or services</p>

### 3. Application

#### People:

- This policy applies to all staff members and suppliers to, Bahrain Polytechnic.

#### Processes:

- This Policy applies to the processes of purchasing and tendering, supplier contract management and preparing annual purchase plan.

## 4. External Requirements

This policy helps Bahrain Polytechnic meet the following external requirements:

- Kingdom of Bahrain Cabinet Affairs
- The laws and regulations in the Kingdom of Bahrain.
- Ministry of Finance (MOF)
- Tender Board (TB)
- Civil Service Bureau (CSB)
- Legislation and Legal opinion commission
- Royal Audit Court

## 5. What is Expected:

- To satisfy the Bahrain Polytechnic stakeholders' needs in relation to purchasing and tendering goods and services that enable them meet internal and external requirements.
- To offer services within clear set of criteria that maintains equity, transparency and fairness.
- To actively promote and monitor compliance with appropriate Ministry of Finance policies and procedures and Tender Board rules and regulations.
- To manage the process of preparing and implementing supplier contracts and maintain liaisons with the vendors that service the Polytechnic.
- To conduct service without bias either for or against any party involved.
- To maintain ethical Behaviour and Fair Dealing, where all procurement processes are undertaken with fairness, independence, openness, integrity and professionalism.
- To provide timely compilation and necessary approvals for the Annual Purchasing plan to enable appropriate consideration and approval for proposed procurement activity.
- To manage receiving, inspecting and acceptance/rejection of goods and services from the supplier before processing payments. And maintaining adequate records for partial deliveries.
- To manage the process of planning, directing and controlling inventory.

## 6. Key Dates

First Approved:	31 August 2008
This Version Approved:	SMT 14/2/2016, (Reviewed by Legal 17/2), TECO 21/2/2016, Audit Committee 23/2/2016, BoT 29/2/2016

Next Review Date: 4 years from this version approval date or as required

## 7. Links and Related Documents

- Tender Board rules and regulations
- Ministry of Finance Standard Financial Manual