



QS **SUSTAINABILITY**

Northern Border University

2024

Procurement Management

<https://beta.nbu.edu.sa/sites/default/files/2022-03/%D8%A7%D9%84%D8%AF%D9%84%D9%8A%D9%84%20%D8%A7%D9%84%D8%AA%D9%86%D8%B8%D9%8A%D9%85%D9%8A%20%D9%84%D8%AC%D8%A7%D9%85%D8%B9%D8%A9%20%D8%A7%D9%84%D8%AD%D8%AF%D9%88%D8%AF%20%D8%A7%D9%84%D8%B4%D9%85%D8%A7%D9%84%D9%8A%D8%A9.pdf>

Organizational Linkage:

It is linked to the General Administration of Administrative and Financial Affairs.

General Objective:

To secure the university's needs for materials, equipment, devices, and services in the appropriate quantity, quality, time, and price.

Tasks:

- Implement approved plans and programs.
- Apply the systems, regulations, and instructions related to procurement and government tenders.
- Participate with the student administration in specifying the specifications and conditions for the materials and works to be procured or executed, and they may seek the assistance of experts in this field.
- Perform all executive tasks related to the procurement of materials, equipment, and necessary devices, as well as renting premises and maintenance contracts in coordination with relevant organizational units and in accordance with the approved system and procedures.
- Advertise tenders on the accreditation platform and in newspapers according to the procurement system instructions and executive regulations and the Ministry of Finance's instructions in this regard.
- Complete the tender documents upon receipt from the relevant authorities.
- Perform all executive tasks related to service, catering, transportation, and construction tenders in accordance with the approved system and procedures.
- Take the necessary steps to request invitations for limited tenders.
- Respond to inquiries from contractors and suppliers and answer their queries before opening the bids.
- Communicate with suppliers, contractors, and banks as necessary.
- Participation in various committee activities such as the bid opening committee, bid evaluation committee, analysis and direct procurement committees, in accordance with the instructions in this regard.
- Completing contract procedures after approval from the authorized person in coordination with the relevant organizational units.
- Drafting contracts in collaboration with the Legal Affairs Department, obtaining signatures from the authorized person, and then notifying the relevant parties.

- Issuing supply orders to suppliers and informing the relevant parties.
- Conducting direct purchases when necessary according to the applicable regulations.
- Maintaining necessary information about suppliers, contractors, and consultants for reference as needed.
- Monitoring market prices and maintaining organized files of catalogs and price lists issued by manufacturers to ensure accurate judgments on the fairness of prices offered by suppliers, whether for domestic or international purchases.
- Evaluating the contractor's performance in complying with local content preference regulations.
- Managing files and disputes related to procurement procedures, such as contract records and warranty letters, in coordination with the Financial Affairs Department.
- Monitoring contractors' warranty letters and renewing them as needed in coordination with the relevant organizational units.
- Tracking contracts and supply orders to ensure timely completion of work within specified deadlines in coordination with the University City Management, General Maintenance and Services Department, and other relevant organizational units.
- Participating in the development of surplus, damaged, and returned material disposal policies and procedures, including seizure and sale or disposal coordination with the Deposits Management Department and Inventory Control Unit.
- Participating in sales and valuation committees for public auctions to dispose of surplus items according to decisions made by the competent authority.
- Participation in identifying the management's needs for human resources, equipment, and materials, and monitoring their procurement.
- Participation in identifying the training needs of management employees to nominate them for suitable training programs.
- Preparing periodic reports on the activities, achievements, and proposals for performance improvement within the management.
- Any other tasks assigned within the scope of authority.