

**kuwait university  
Administration of  
Procurement**



# **Guide Manual for procedures of Work in Administration of procurement**

## **2021**



**Administration of  
University Press**



# Guide Manual for procedures of Work in Administration of procurement

## 2021



<http://ku.edu.kw/purchasing>



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## Vision

The Administration of Procurement at Kuwait University seeks to automate all paper-based purchase transactions by using the latest electronic systems and applying electronic purchase and payment systems to simplify and reduce the purchasing cycle between the university and the supplier companies.

The administration also seeks to provide distinguished service and to be admired by those who deal with it as a quality management, and to meet all their expectations, and to be of a high level to be the best management in its class locally.

## Mission

Providing all university requirements for materials and services, which enable the university to fulfill its mission.

## Work values

- Commitment and accuracy to work.
- Initiative and sense of responsibility.
- Desire for achievement.
- The ability to manage time and develop interaction and communication skills.
- The ability to use computers and modern systems.
- Collaboration and teamwork.



# Administration of Procurement

It is one of the departments of Kuwait University that carries out the Purchasing process by contracting with companies to provide services or materials from the local or foreign markets to the work centers at Kuwait University, in the shortest possible period and at the lowest possible cost and with the highest quality available in accordance with the laws and regulations government Purchasing work through suppliers registered with Kuwait University and the Central Agency for Public Tenders.

Management departments participate in implementing the Purchasing process (the organizational chart of the Administration of Procurement) according to the type of procedure and responsibilities that can be divided as follows:

- 1. Department of Technical Specifications Conformity** is responsible for implementing the technical specifications matching procedure as follows:
  - Reviewing the technical specifications and matching them before the offering.
  - Reviewing and conformity after the award and before the award recommendation.
- 2. Department of Tender and Bidding** is responsible for offering practices, tenders, bid invitation, and executing direct purchase orders, as follows:
  - Addressing the regulatory authorities.
  - Putting up purchase orders according to a quorum.
- 3. Department of Tender Disclosure** is responsible for opening and unpacking bids as follows:
  - Landed quotations.
  - Addressing work centers for study and recommendation.
- 4. Department of Awards and Contracts** is responsible for implementing the awarding and contracting procedure with companies as follows:
  - Addressing the regulatory authorities.
  - Contracting with companies.



5. **Department of Auctions** is responsible for executing the transactions of exploiting university sites in return for paying the value of their rent. The department also carries out the Purchasing works that are available through the group purchasing agreement of the Ministry of Finance.
6. **Department of Contracts Follow-Up and Guarantees** is responsible for auditing and follow-up work as follows:
  - Review the procedures for receiving materials in accordance with the terms of the contract.
  - Instructing payment of bills.
  - Refund of bank guarantees.
7. **Department of Suppliers Affairs** is responsible for registering accredited companies within Kuwait University. The department also sells and distributes pricing request documents and delivers final contracts to company representatives in coordination with the rest of the administration's departments to implement the procedures.
8. **Department of Documentation and Setup** is responsible for preparing the data, reports and statistics necessary for the university on the applicable systems and submitting them to the relevant regulatory authorities, and managing the online Administration of Procurement's website.

The Purchasing process (procedural sequence chart of the Purchasing process) - (Purchasing process chart) - (documentary sequence chart of the Purchasing process) is carried out through the implementation of multiple procedures that are divided according to the nature of the item request form and the methods of purchase and contracting are:

- Bid invitation
- Direct purchase.
- Practice.
- Tender.



- Group buying.
- Auction

The administration addresses some government agencies with the aim of obtaining their approval before the offering and before awarding (the list of regulatory and government agencies):

- Ministry of Finance
- Fatwa and Legislation Department
- Central Agency for Public Tenders
- State Audit Bureau

The administration is committed to implementing all legal and regulatory requirements to complete the Purchasing process by following the following laws, circulars and regulatory instructions:

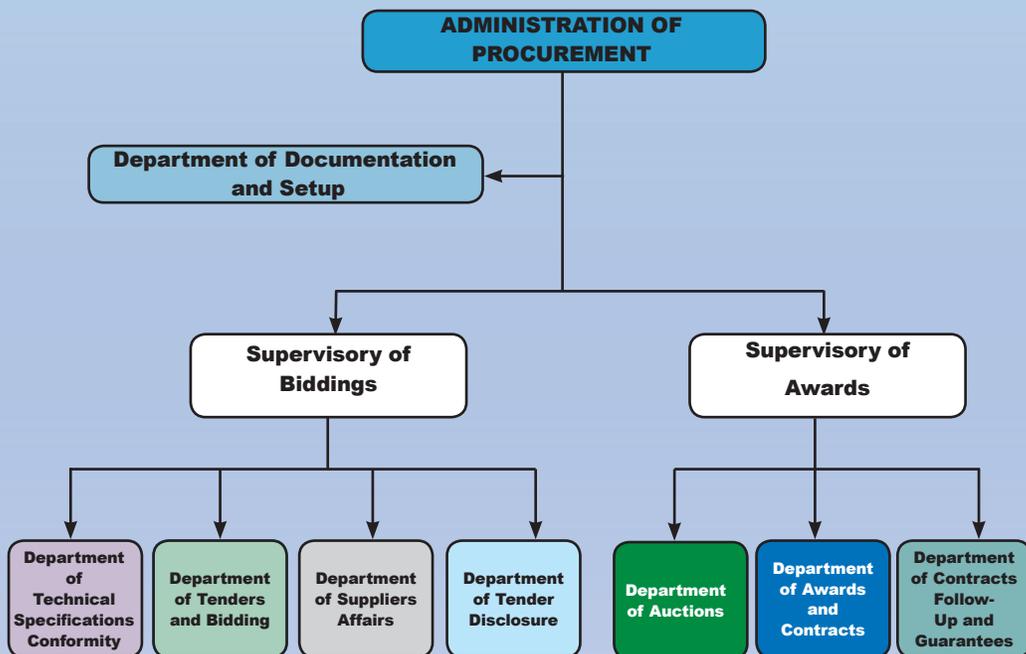
- Law No. (49) of 2016 in the matter of public tenders, its executive regulations, and regulatory circulars
- Ministry of Finance Circular No. (5) of 2020 regarding Purchasing systems for public entities.
- Ministry of Finance Circular (4) of 1997 regarding government auctions.
- Law establishing the Audit Bureau No. (30) of 1964 and the regulatory circulars.
- Presentation to the Kuwait University Purchasing Committee.

In addition, any circulars that may emerge regulating the Purchasing work by the regulatory authorities.

The administration is working hard in implementing contracting operations and applying the process of being guided by estimated time plans to implement these transactions.



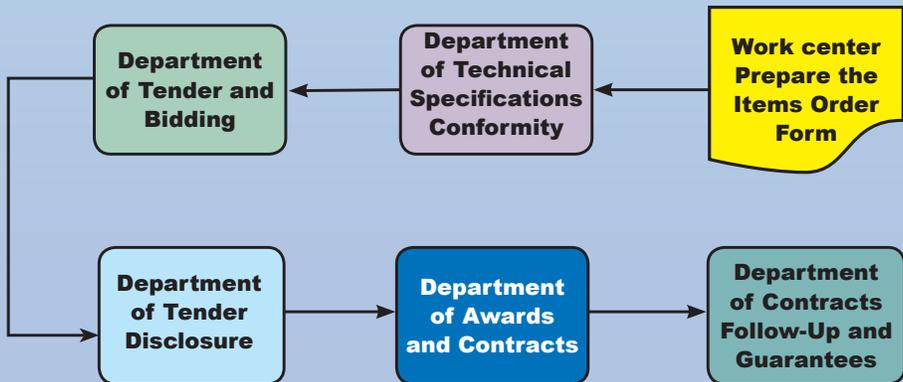
# ORGANIZATIONAL STRUCTURE FOR THE ADMINISTRATION OF PROCUREMENT



(The Organizational Chart of the Administration of Procurement)



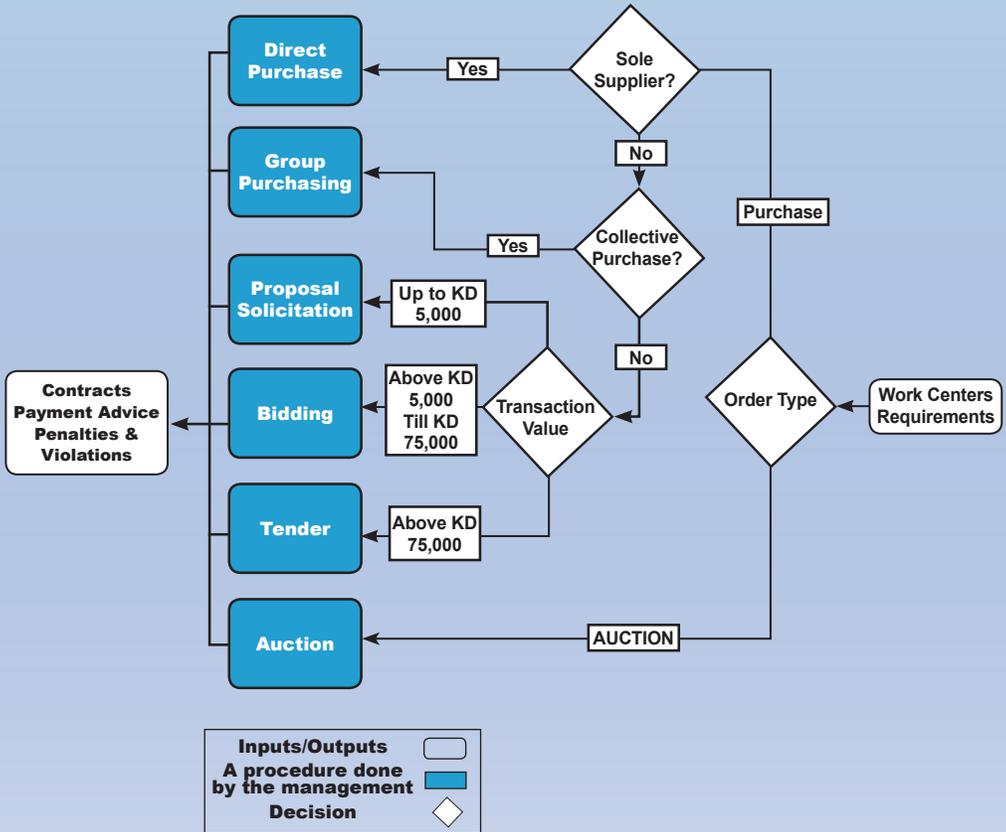
# PURCHASING OPERATIONAL CYCLE



(Procedural sequence chart of the Purchasing process)



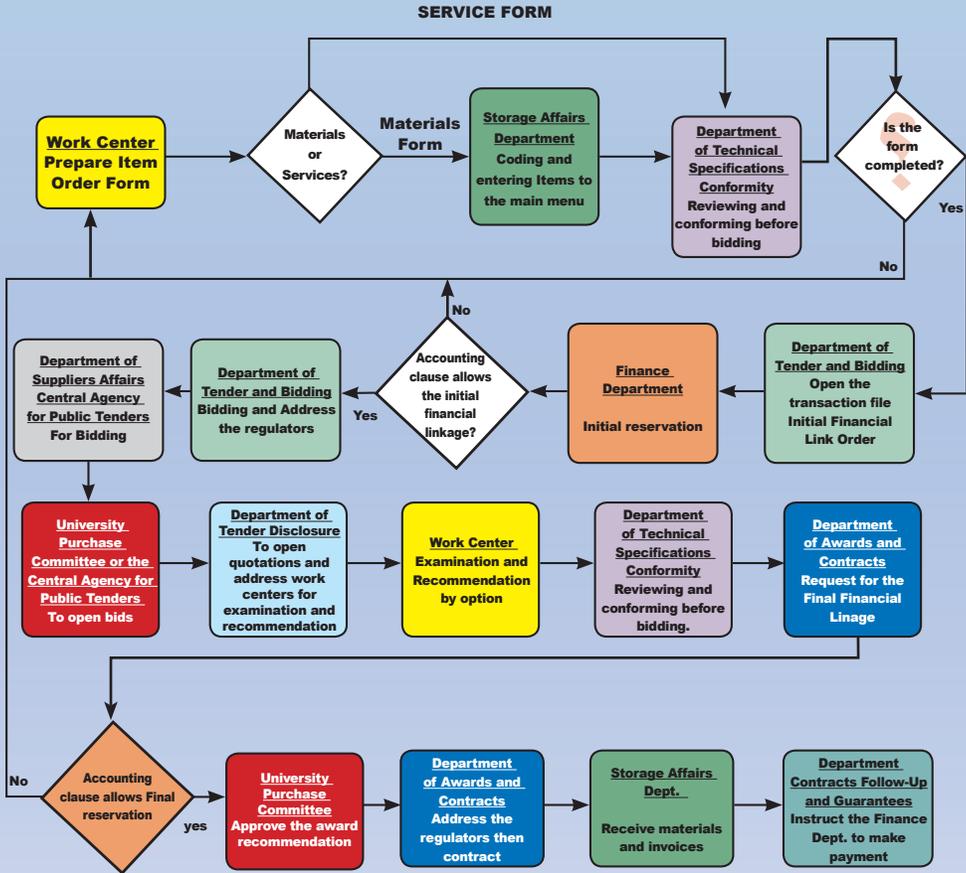
# PURCHASING PROCESS CHART



(Purchasing process chart)



# DOCUMENTAL CYCLE FOR PURCHASING MATERIALS AND SERVICES



The estimated period for executing the order is subject to the actual value of the Items Order Form and in accordance with the circulars and laws governing the procurement

(Documentary Sequence Chart of the Purchasing Process)



# *BIDS INVITATIONS PROCEDURE*



## Bids Invitations Procedure

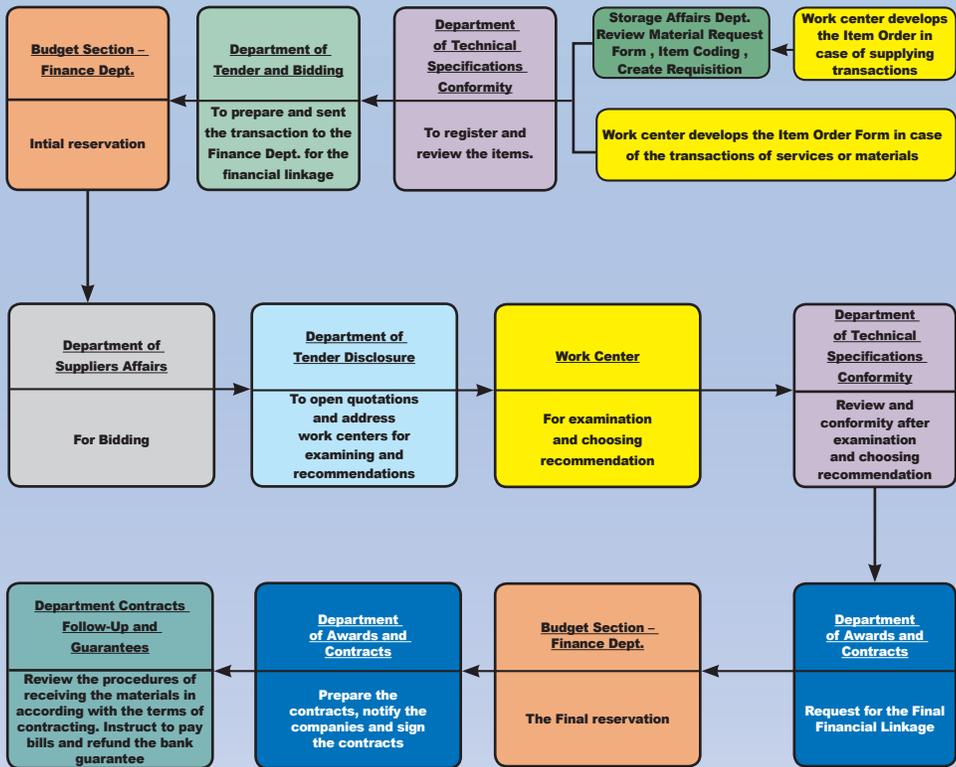
The aim of the procedure is to implement the Item Order Forms for the Purchasing of materials or services whose value does not exceed (KD5,000) (Documentary Sequence for Bids Invitations Procedure).

### **Execution Controls for the Purchase Order through Bids Invitations:**

1. The availability of financial funds is required.
2. Commitment to survey actual quotations to make the purchase according to the following:
  - The Bids Invitations that do not exceed KD 2000 are (3) three quotations.
  - The Bids Invitations that exceed KD 2000 Kuwaiti dinars and not more than KD 5,000 are (5) five quotations.
3. If the Purchasing unit is unable to solicit actual quotations, the matter must be presented to the Kuwait University Purchasing Committee for a decision.
4. The Administration of Procurement may not purchase materials, provide services, or carry out business from a specific company repeatedly during the fiscal year except after stating the reasons and justifications for this in writing and submitting them to the Kuwait University Purchasing Committee for approval according to the following:
  - The Bids Invitations that do not exceed KD 2000 shall be repeated more than three times with providing the committee with an inventory of the number of previous contracting times from the same contractor.
  - The Bids Invitations that exceed KD 2000 and not exceed KD 5,000 shall be repeated more than once.
5. Take into account not to split orders for similar items.



# PURCHASE BY BIDS INVITATIONS



**The estimated period for Bids Invitations orders shall be 1-2 months in accordance with the circulars and laws governing the procurement**

**(Documentary Sequence for Bids Invitations Procedure)**





# ***DIRECT PURCHASE PROCEDURE***



# Direct Purchase Procedure

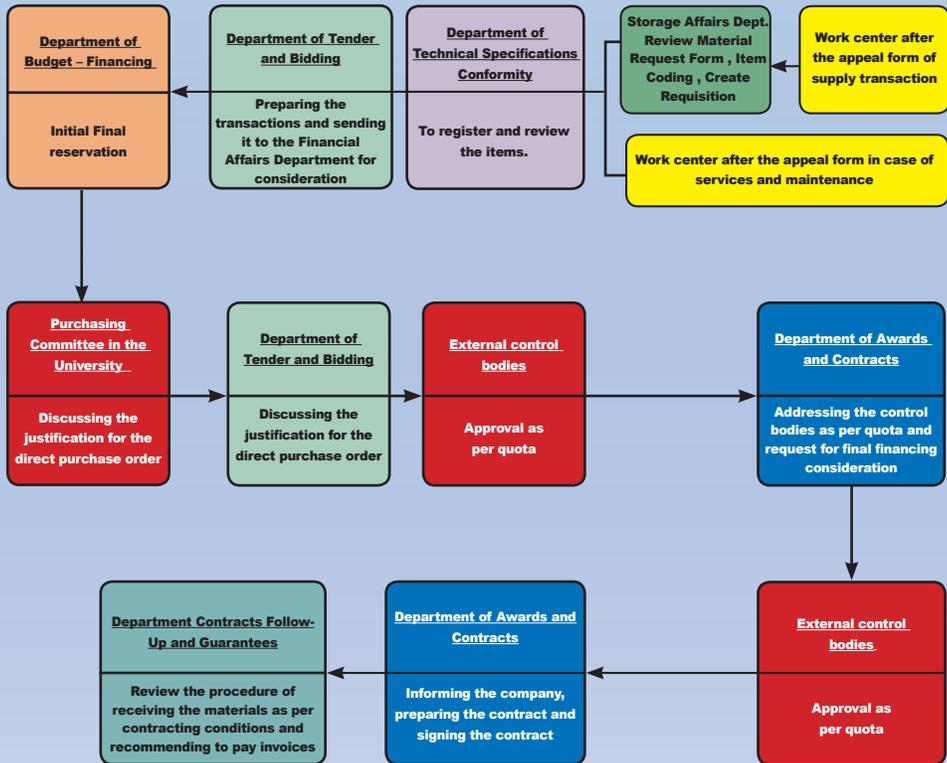
The aim of the procedure is to implement the Item Order Forms for purchasing or the services that are only available at a sole supplier or exclusive agent (Documentary Sequence for the Direct Purchasing Procedure).

## **Execution Controls for the Direct Purchasing Order**

1. The availability of financial funds is required.
2. Direct Purchasing shall be not exceeding KD 75,000. This method is exceptional according to the following cases:
  - Items that are not manufactured, imported, or only available with a sole supplier and there is no suitable substitute supplier.
  - Technical works that, according to their nature, require to be performed by professionals themselves.
  - Obtain additional works, goods or services that were not covered by the original contract, but which have become necessary due to unforeseen circumstances, provided that their price does not exceed (25%) of the original contract price.
  - In cases of extreme urgency, provided that this was due to circumstances that the work center could not anticipate, otherwise it would result from a delay on its part, provided that the need for it is within a month from the date of the occurrence of urgency, and obtaining the approval of the head of the Organization or whoever is at its job title.
  - In the event of a disaster.
  - When the commodities and items to be purchased are available and can be obtained from one of the state-owned enterprises specified under the Cabinet Resolution.
3. The Direct Purchasing that exceeds KD 75,000 shall be subject to the Law No. (49) Of 2016 regarding public tenders and the necessary approvals from regulators .



# DIRECT PURCHASE PROCEDURE



**The estimated period for executing the Direct Purchase Order shall be 2-8 months in accordance with the actual value of Items Order Form, the circulars and the laws governing the procurement.**

**(Documentary Sequence for the Direct Purchasing Procedure)**





# *BID PRACTICE PROCEDURE*



## Bid Practice Procedure

The aim of the procedure is to implement Items Orders Forms related to Purchasing work or services that exceed KD 5,000 up to KD 75,000. The Bidding shall be carried out without the permission of the Central Agency for Public Tenders on bidding or contracting up to KD 75,000. As for bids that exceed KD 75,000, the Bidding shall be implemented under the permission of the Central Agency for Public Tenders on Bidding and Contracting (Documentary Sequence for Bid Practice Procedure).

### **Execution Controls of purchase order by bidding:**

1. The availability of financial funds is required.
2. The purchase that exceeds KD 5,000 and not exceeds KD 30,000;
  - The Administration of Procurement shall determine the appropriate period for submitting bids with a period of not less than (10) working days from the date of the announcement. Such period may be shortened for reasons of public interest and that to no less than (7) working days. A period of validity of the bids after they are opened shall be determined so that this period shall not be less than 60 days, unless the Kuwait University Purchasing Committee deems otherwise.
3. The purchase that exceeds KD 30,000 and not exceeds KD 75,000 shall require:
  - Approval of the Undersecretary or someone of its level to bid before starting the bidding procedures.
  - The announcement period shall not be less than (15) working days.
  - The period of validity of the bid shall not exceed (90) days from the date of bids opening.
  - All transactions of the bidding shall be presented to the Kuwait University Purchasing Committee for awarding.



# BID PRACTICE PROCEDURE



**The estimated period for executing the Purchase Order by Bidding Practice shall be 3-8 months in accordance with the actual value of Items Order Form, the circulars and the laws governing the procurement.**

**(Documentary Sequence for Bid Practice Procedure)**





# *TENDER PROCEDURE*



# Tender Procedure

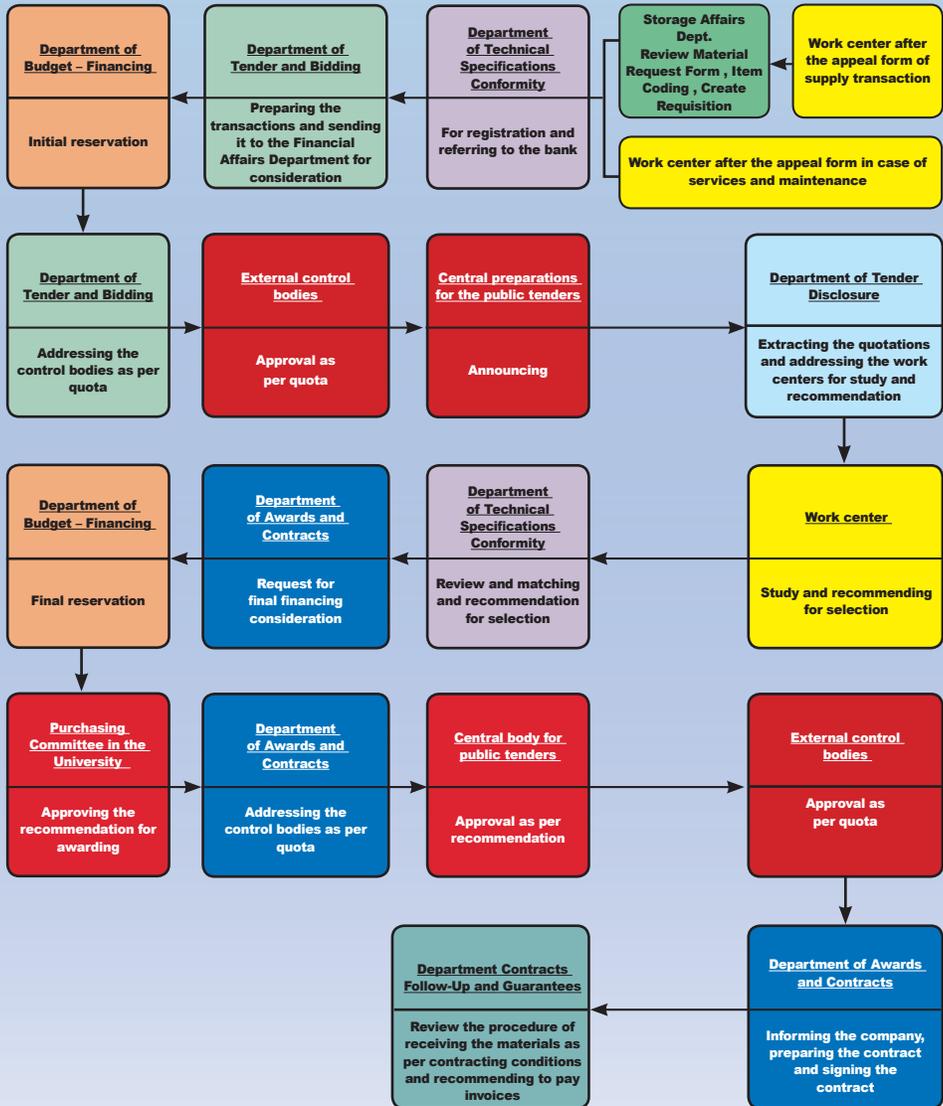
The aim of this procedure is to implement models of requesting items related to purchasing works or services where the value is more than 75,000 Kuwaiti dinars (Documentary sequence for Tender Procedure).

## **Requirements to implement the purchase order through the tender:**

1. The availability of financial funds is required.
2. The matter to be presented to the Control Body as per quota or getting its consent before announcing and before awarding.



# TENDER PROCEDURE



The estimated period for implementing the Purchase Order through tender is from 8 months to 14 months as per the actual value for the form of items request, circulars and laws that organizing the purchasing

(Documentary sequence for Tender Procedure)





# *GROUP PURCHASING PROCEDURE*



## Group Purchasing Procedure

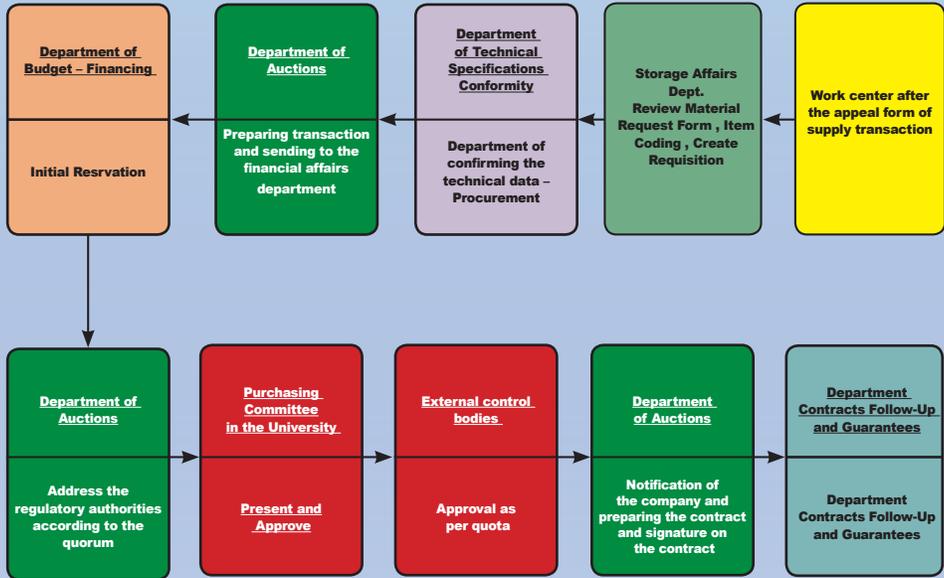
The aim of the procedure is to implement the item requisitions forms for the Purchasing work that are available through the group purchase agreement of the Ministry of Finance (Documentary sequence for Group Purchasing Procedure).

### **Controls for executing the purchase requisition Through Group Purchase:**

1. The availability of funds is required.
2. Selecting from the Group Purchasing guides available on the website of the Ministry of Finance and the website of the Administration of Procurement at Kuwait University.
3. It is a requirement that the regulatory authorities are presented according to the quorum and that their approval be obtained before contracting.



# GROUP PURCHASING PROCEDURE GUIDE



**The estimated period for implementing the Purchase Order through Group Purchasing guide from 1 month to 8 months as per the actual value for the form of items request, circulars and laws that organizing the purchasing**

**(Documentary sequence for Group Purchasing Procedure)**





# *AUCTION PROCEDURE*



## **Auction Procedure**

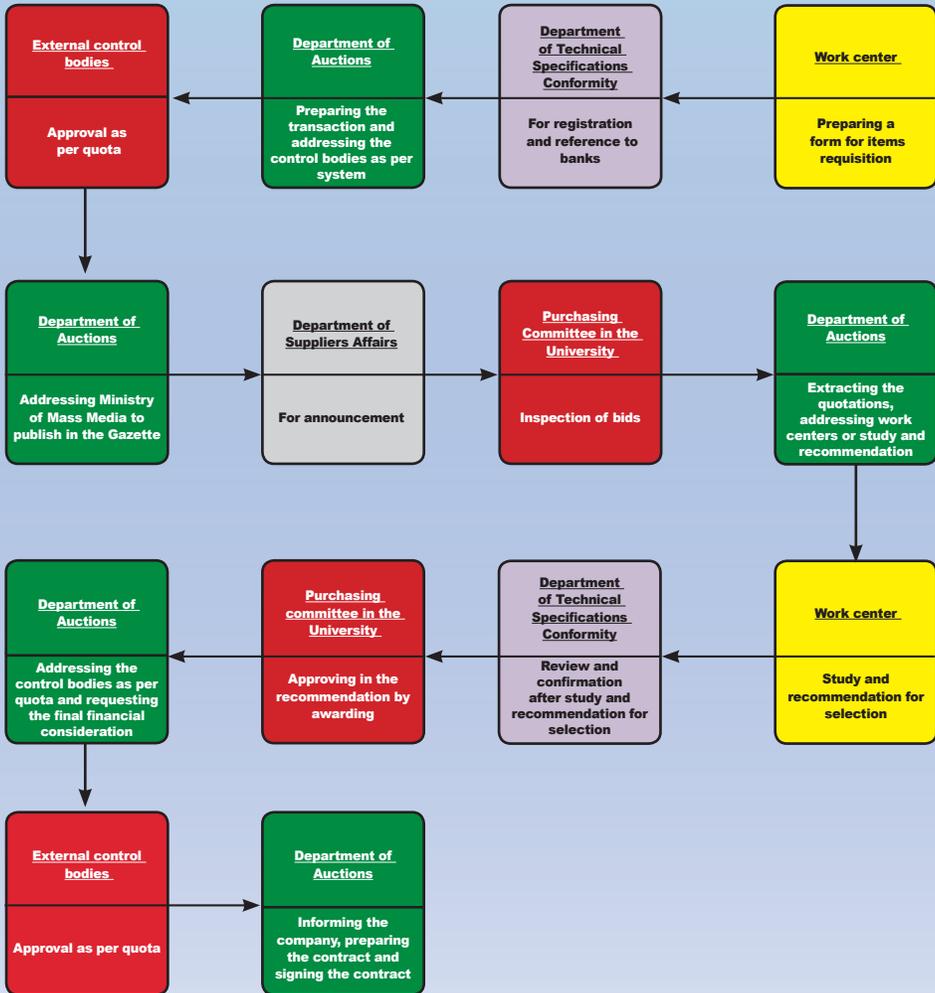
The aim of the procedure is to implement application forms for the items related to the exploitation of university sites in exchange for paying the rental value (Documentary sequence of contracting to exploit university sites through Auction Procedure).

### **Controls for implementing sites exploitation through Auction:**

1. Presentation to the office of the vice president for planning the allocation of the site.
2. The proposal to the regulatory authorities according to the quorum and their approval must be obtained before the offering and before the award.



# AUCTION PROCEDURE



**The estimated period for implementing the Purchase Order through Auction is from 4 months to 8 months as per the actual value for the form of items request, circulars and laws that organizing the purchasing**

**(Documentary sequence of contracting to exploit university sites through Auction Procedure)**





# *ILLUSTRATIVE TABLES*



## Departmental Table required to take their approvals before the offering

S.	Required materials	Competent administration
1	Allocation of auction sites and information boards	Vice President for Planning
2	Purchase and maintenance of equipment, systems, programs, licenses of information technology, databases, accessories, computer consumables, books and periodicals, phones and switches, and their maintenance and photocopiers and their maintenance	Vice President for Academic Support Services
3	All material purchase requisitions except The Amanat Account	Storage Affairs Department
4	Construction works, maintenance and modification of sites, air-conditioning works, agriculture works, and site readiness upon request of informative indicative devices and panels	Construction and Maintenance Department
5	Lab and office furniture, carpets, cupboards, curtains, washing machines and heaters	Department of Furniture and Housing
6	Shields, gifts, cleaning works, instructional panels, cars, halls and mail machines	General Services Department
7	Printing calendars, envelopes, bags, brochures, papers and posters	University Press Administration
8	Graduation parties and gowns	Graduate Affairs Administration
9	Media materials and documentaries	Department of Public Relations and Media



## Supervisory Authorities Table inside and outside of Kuwait university

S.	Name of the Authority	Transactions that are displayed	Transfer time	Reference
1	Central Agency for Public Tenders	Amounts with value of more than 75000 dinars	Pre-offering and pre-awarding	Law No. (49) of 2016 regarding public tenders and its implementing regulations
2	Fatwa and Legislation Department	Amounts with value of more than 75000 dinars	Pre-offering or pre-awarding	Decree-Law
3	Ministry of Finance	All auctions	Pre-offering	Ministry of Finance Circular No. (4) of 1997 regarding government auctions
4	State Audit Bureau	Amounts with value of more than 100000 dinars	For approving the contracting	Law establishing the Audit Bureau No. (30) of 1964
5	Minister of Education and Higher Education	Down payment	After contracting	Under the budget execution rules
6	Minister of Education and Higher Education	Exercise for amounts worth more than 75000 dinars	Before contracting	Financial Regulations



S.	Name of the Authority	Transactions that are displayed	Transfer time	Reference
7	Kuwait University Purchasing Committee	All Request for Purchases	Pre-offering and pre-awarding	According to the Ministry of Finance Circular No. (5) of 2020 regarding Purchasing systems for public entities



# *GENERAL INSTRUCTIONS*



## General Instructions

### 1. General Instructions

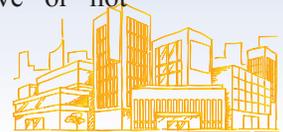
- The availability of financial funds is required.
- Preparing purchase plans within the approved budget.
- Adherence to the periods of delivery of purchase requisition forms according to the organized circulars.

### 2. Instructions for preparing items application forms

- Commitment to using the latest version of the coded items request form.
- Commitment to using the latest versions of the coded complementary forms available on the department's website.
- Adherence to the necessity to present all requirements of the Special Conditions Booklet (request for proposal) in Arabic.
- The work centers shall hand over the items request forms for the supply to the Storage Affairs Department and submit the items requests for services forms to the Administration of Procurement.
- Fulfill all the data mentioned in the items application form and not leave any statement without completeness.
- Attach an appendix to all technical conditions and specifications so that they are clear and that the description is specified in numbers and dimensions without mentioning (brand - model number - catalog number) in addition, it is not permissible to refer to any specifications that would define a specific resource alone.
- Attach a CD containing all the conditions and specifications.
- Clarify the numbers, weights, pack and quantities required for the required items.



- In the event of a request for devices or equipment required to be installed and operated, a site readiness must be attached in coordination with the Construction and Maintenance Department. The readiness form shall be approved by the head of the work center and the Director of the Construction Department.
- Items request forms are collected for similar materials and combined into one form.
- Taking into account the sending of requests well in advance of the time they are needed (according to the estimated periods for the implementation of transactions).
- Obtaining the approval of the relevant departments and committees for some items according to what is stated in (the departmental schedule whose approval is required before the offering) before sending the form to the Administration of Procurement.
- In the event that the requesting party wants to supply a number of items from one supplier or items that are complementary to each other, this must be clarified in the items request form in the phrase (not indivisible) with a detailed justification for the reasons attached.
- In the case of supplying accessories for the devices at the requesting party - just mentioning the brand and model number of the device that was supplied and whose accessories are to be supplied.
- In the case of requesting stationery materials - office tools - office furniture - computers and printers, the choice must be from the group purchase guide, and in case the specifications are not available in the guide, the extent of the need for the required specifications must be clarified.
- In the event of a maintenance request:
  - ❖ Attach a copy of the last equipment maintenance contract.
  - ❖ Determine the contract period.
  - ❖ The value and year of purchase.
  - ❖ The current value of the device (or another device with the same specifications).
  - ❖ Determine if the maintenance is comprehensive or not comprehensive for spare parts.



- ❖ Determine the number of visits required.
- ❖ It must be taken into account that the annual maintenance rate does not exceed 20% of the purchase value of the single device to be maintained.

### 3. Bids Study and Selection Instructions

- That the selection and notes by pencil on the comparison sheets and the quotations.
- Attach a detailed explanatory memorandum of the justification for the selection (for each item separately) with an explanation of the name of the selected company.
- In the event of choosing a company that is not the cheapest, the technical justification shall be clear and satisfy the reasons for the selection and the reasons for excluding the cheapest offers, provided that this is in accordance with the conditions and specifications required by the offering.
- In the case of the only offer, we shall be informed of the justification for the choice and the extent of the work need.
- The requesting party is not entitled to contact or meet with companies without the approval of the Administration of Procurement and obtaining approval from it, and in the event that an inquiry is requested from the companies during the study of bids, the Administration of Procurement must be provided with the technical matters required to be inquired about without completing any shortcomings in the bid.
- Approval of bids comparison sheets from a number of not less than three members from the work center, with the preparation of a technical report for the award in Arabic and the need to sign all pages of the technical report.
- Return all quotations upon completion of the study.
- Commitment to the required study period, and in case of delay, the work center (the requesting party) bears the legal responsibility towards the supervisory authorities.



# *ABOUT THE WEBSITE OF THE ADMINISTRATION OF PROCUREMENT*



## About the Website of the Administration of Procurement

The website of the Administration of Procurement at Kuwait University provides many services, information, instructions and advertisements that are of interest to all those dealing with the administration, especially the work center within the university and the suppliers and companies that deal with the university. Among the services and information that are provided through the website of the Administration of Procurement are the following:

- **The organizational structure of the department**, through which it is possible to identify the departments of the administration and their functional tasks, and through which information can be found on the following:
    - **Office of the Director of Administration of Procurement**
      - ❖ Department of Documentation and Preparation.
    - **Supervisory of Biddings**
      - ❖ Department of Technical Specifications Conformity.
      - ❖ Department of Tender and Bidding.
      - ❖ Department of Suppliers Affairs.
      - ❖ Department of Tender Disclosure.
    - **Supervisory of Awards**
      - ❖ Department of Awards and Contracts .
      - ❖ Department of Auctions.
      - ❖ Department of Contracts and Guarantees Follow-up.
- Identify the different Purchasing and contracting methods and the documentary cycle of the Purchasing process, and through which detailed information can be viewed on the following Purchasing processes:
- ❖ Purchase by Tender.
  - ❖ Purchase by Bid Practice.
  - ❖ Direct Purchase.



- ❖ Purchasing through Bids Invitations.
- ❖ Purchasing through Group Purchasing Guide.
- ❖ Auction.
- **Work Centers**, through which the work center can obtain some services and obtain the approved, coded forms, and the work center can achieve the following:
  - ❖ Searching for item requests forms to find out the details and status of these forms.
  - ❖ Access to all approved and coded complementary forms.
  - ❖ Access to the latest instructions and information of interest to work centers.
- **Meetings of the Kuwait University Purchasing Committee**, through which the minutes of the Kuwait University Purchasing Committee can be viewed, and the supervisory authorities, work centers and suppliers can view the following:
  - ❖ Minutes of the Kuwait University Purchasing Committee meetings.
- **Suppliers** and through which all practices and requests to solicit proposals for pricing can be identified. Full specification files for the required materials or services can be downloaded, and the supplier can implement the following:
  - ❖ Knowing about the practices and requests for Bids Invitations presented.
  - ❖ Download all transaction pricing tables.
  - ❖ Electronic payment of practice fees and requests for tenders.Companies and suppliers can also view the registration requirements at Kuwait University and any instructions or circulars that regulate their dealings with Kuwait University.



- **Useful links** through which the customers of the Administration of Procurement can view the manuals, circulars and laws regulating the Purchasing business, whether from Kuwait University or from the supervisory and regulatory authorities, as the following are available through the useful links:
  - ❖ Guide Manual for The procedures of work in Administration of Procurement.
  - ❖ The latest publications of group purchase guides issued by the Ministry of Finance.
  - ❖ Circulars of the Administration of Procurement
  - ❖ Government circulars:
    - Central Agency for Public Tenders.
    - Ministry of Finance.
    - State Audit Bureau.
  - ❖ Questionnaires.
- **Advertisements**, through which customers of the Administration of Procurement can view all Administration of Procurement advertisements published in the Official Newspaper – Kuwait Alyom.

***The Administration of Procurement seeks to update and develop the services that can be provided through the website to allow ease of communication and deal with the administration from all the department's clients, and the administration is also pleased to receive suggestions through the questionnaires available on the department's website.***



## Administration of Procurement Communications Guide

Position	Direct	Fax	Internal
<b>Manager Director</b>	<b>24847494</b>	<b>24835941</b>	<b>85455</b>
<b>Secretary</b>	<b>24985466</b>	<b>24835941</b>	<b>85430-85466</b>
<b>Supervisory of Biddings</b>	<b>24987677</b>	<b>24836132</b>	<b>87677</b>
<b>Supervisory of Awards</b>	<b>24985460</b>	<b>24842274</b>	<b>85460</b>
Head of Department of Documentation and Setup	24985465	24835941	85465
Head of Technical Specifications Conformity Department	24983735	24849451	83735
Head of Tender and Bidding Department	24985470	24842274	85470
Head of Supplier Affairs Department	24983907	-	83907
Head of Tender Disclosure Department	24987447	24836132	87447
Head of Awards and Contracts Department	24987236	24817194	87236
Head of Auctions Department	24985433	24843690	85433
Head of Contracts Follow-Up and Guarantees Department	24985428	24814943	85428
<b>Legal Specialists</b>	<b>24985410</b>	<b>24836132</b>	<b>85410</b>

***All specialists in Purchasing Management are fully prepared to cooperate with all different work centers to clarify the rules and provisions contained in this guide and answer any inquiries to achieve the desired goals.***



# NOTE

A series of horizontal dotted lines for writing notes, spanning the width of the page.





