

*Standard Operating Procedure on Procurements (Manual Process)*

The following topics were discussed.

**1. Preparing Procurement Plan**

**2. Obtaining Approval for Invitation of Quotations (Initiation of the Quotation Process)**

The process of obtaining approval for calling quotations for various items has been discussed under the following **Sections A, B, C, and D**.

- A. **Faculty Supply Committee Procedure**-requesting goods (equipment & furniture)/ (fixed assets) valued below Rs. 500,000.00 (excluding Desktop Computers, Laptops, Printers, and Photocopiers)
- B. **University Supply Committee Procedure**-requesting goods (equipment & furniture)/ (fixed assets) valued over Rs. 500,000.00
- C. **Requesting desktop computers, laptop computers, printers, and photocopiers** (no fund limitation applies)
- D. **Dean's/Vice-Chancellor's Approval**—requesting consumable items

**3. Appointment of Bid Evaluation Committee (BEC) & Pre-Bid Evaluation of Specifications – Goods (Equipment & Furniture)/ (Fixed Assets) and Consumable Items (e.g., Toners, Food, Chemicals, & glassware; Items Requiring Evaluation by Technical Experts)**

The appointment of the Bid Evaluation Committee (BEC), based on price limits, has been discussed under the following **Sections A and B**.

- A. For Goods (Equipment & Furniture)/ (Fixed Assets) Approved by the Faculty Supplies Committee and Consumable items Approved by the Dean
- B. For Goods (Equipment & Furniture)/ (Fixed Assets) Approved by the University Supplies Committee

**4. Calling Quotations – Equipment, Furniture (Fixed Assets), and Consumable Items**

**5. Bid Opening Procedure**

**6. Price Schedule Submitted by Bidders – For BEC Review**

**7. Forwarding Procurement Files for Bid Evaluation**

**8. Procurement Approval / Purchasing Decisions**

Procurement is approved by the following two procurement committees, depending on the price limits. The procedures for this have been outlined in **Sections A and B**.

- A. **Regional/Faculty Procurement Committee (RPC) Approval**-For Purchasing Goods (Equipment & Furniture)/ (Fixed Assets) and Consumable Items Valued Below Rs. 1,000,000.00 (1 million)
- B. **University Procurement Committee (UPC) Approval**-For Purchasing Goods (Equipment & Furniture)/ (Fixed Assets) and Consumable Items Valued Over Rs. 1,000,000.00 (1 million)

**9. Purchasing Procedure**