PROCUREMENT POLICY

Revision History

Revision No & Date	Date of Approval	Changes Made	Remark
2/1/2024	2/5/2024	• Purpose of the policy is elaborated. • Approvals of MRFs was changed to align with the new structure. • Sustainable procurement principles integrated • Changes as per new organisational structure captured.	

INTRODUCTION

The Procurement Policy is designed to assist the Middle East College (MEC) with its selection and procurement of products, equipment and services. This policy ensures transparency in such transactions and assists MEC staff in the ethical, efficient and effective procurement of goods and services to support the College's vision, mission and values.

PURPOSE

The Procurement Policy aims to standardise the purchasing methods in the College and ensure optimal value, accountability, transparency and sustainability in all procurement activities, contributing to MEC's overall success. The policy also encourages responsible purchasing decisions that consider quality, cost, lifecycle value, environmental impact, ethical sourcing and efficient use of resources.

AUDIENCE

This policy is applicable to all MEC staff.

DEFINITION

Requester - Designated person(s) authorised by the Head of the department (HoD)

Purchase Order - A commercial document, being the first official offer issued by the Procurement Office to a vendor.

Long Lease/long rental - Rental/lease of tenure greater than six months

Marketing Material - Materials used for marketing such as calendars, pens, diaries and bags.

Immediate family member - An immediate family member includes a staff member's spouse, parents, siblings and dependent children.

Limited Purchase Orders (LPO): typically have predefined limits or thresholds set by MEC for procurement purposes. They are used for smaller or routine purchases that fall below a certain monetary value, to make purchases without needing extensive approval processes.

Sustainable Procurement - The process of purchasing goods, services and works in a manner that achieves value for money while considering environmental, social and economic impacts throughout the lifecycle of the product or service.

Lifecycle Cost - The total cost of ownership of a product or service, including purchase price, operating costs, maintenance, energy or resource consumption, disposal cost and expected useful life.

Environmentally Responsible Products - Products or materials that reduce negative environmental impact through efficient energy or water use, reduced packaging, recyclability, durability, lower emissions or responsible sourcing.

POLICY STATEMENT

1. All purchases made by MEC shall abide by the laws and regulations of the Sultanate of Oman.
2. Employees of MEC in the role of procuring goods and services must act in accordance with the highest degree of ethical standards. Gifts or gratuities received from representatives of companies, or directly from companies, should be declared to the Dean, except for marketing materials.
3. All purchases must comply with the Conflict-of-Interest policy.
4. Acquisition from a company in which any staff member or his/her immediate family member has financial interest is prohibited unless the staff member declares this in writing to the Dean. This shall not be applicable for companies that are approved by the Board of Directors.
5. The College will not assume responsibility for the payment of purchases other than those that are made in accordance with the procurement procedures.

6. Price quotations are to be given to the College in confidence and shall not be revealed to any other vendors or unauthorised persons before the due date, particularly in the case of tenders.
7. The Dean shall approve all forms of long lease or long rental agreements for the procurement of goods or services upto a limit of OMR 20,000/-. Any procurement of more than OMR 20,000/- shall be approved by the Board.
8. All construction contracts shall be reviewed by the Tender Committee and give recommendations to the Dean for further approval. The Dean shall approve construction contracts upto a limit of OMR 20,000/-. The contracts that are more than OMR 20,000/- shall be approved by the Board.
9. All purchases shall be made through issuance of Limited Purchase Orders (LPO) with credit terms, approved by the Finance and Accounts Department. However, online purchases, license renewals, vehicle maintenance and purchases done under special circumstances may be made without issuance of the LPO, subject to prior approval from the Deputy Dean and Registrar (DDR).

10. Requisition

Requisition approvals shall follow the matrix given below:

From (In OMR)	To (In OMR)	Highest Approving Authority
-	1,000	Head of Accounts
1,001	2,500	Director of Finance
2,501	5,000	DDR
5,001	20,000	Dean
> 20000		Tender Committee recommends to the Board

11. Procurement

11.1. Procurement of items or services that cost less than 100 OMR shall not require a quotation.

11.2. Procurement of more than or equal to 100 OMR, but less than or equal to 250 OMR, should be done by taking quotations from at least one vendor.

11.3. Procurement of more than 250 OMR, but less than or equal to1000 OMR, should be done by taking quotations from at least two vendors.

11.4. Procurement of over 1000 OMR should have quotes sought from three or more vendors.

12. In cases where the required quotation criteria is not met due to unavailability of necessary vendors, the Director of Administration and Legal Affairs (DALA) shall take explicit approval from the Dean, through the Deputy Dean and Registrar before undertaking the purchase.
13. The quotation criteria shall not be applicable for items and services to be acquired from sole authorised/ exclusive and overseas vendors.
14. The competitiveness of preferred suppliers shall be reviewed every year.
15. All items shall be purchased by obtaining specifications from within the respective departments.
16. In addition to the purchase costs, reliability, approved vendor list and superior quality shall also be considered for procurement. In such cases where the procurement takes place for reasons other than the cost, then an approval from the DALA shall be required with a valid justification from the requesting department.

17. Sustainable Procurement

17.1 MEC shall, where practical and financially reasonable, consider sustainability factors in procurement decisions, including environmental impact, lifecycle cost, durability, energy efficiency, waste reduction, responsible sourcing and supplier ethical practices.

17.2 Procurement decisions should not be based only on the lowest purchase price. In addition to cost, MEC may consider quality, reliability, lifecycle value, maintenance requirements, energy or water consumption, disposal requirements and long-term operational efficiency.

17.3 Requesting departments shall, where applicable, include sustainability-related specifications when preparing procurement requests. These may include requirements for durable materials, energy-efficient equipment, reduced packaging, recyclable materials, repairability, safe disposal and reduced environmental impact.

17.4 Preference may be given to vendors who demonstrate responsible business practices, compliance with applicable laws and regulations, ethical labour practices, environmental responsibility and reliable after-sales support, provided that procurement remains competitive, transparent and aligned with MEC approval requirements.

17.5 For frequently purchased items, MEC should encourage the use of reusable, recyclable, refillable or resource-efficient alternatives where practical and cost-effective.

17.6 Procurement of equipment, appliances, electronics and other operational assets should consider energy efficiency, expected useful life, maintenance needs, warranty terms and disposal implications.

17.7 Disposable, single-use or high-waste items should be avoided where suitable and affordable alternatives are available, without compromising safety, quality or operational requirements.

17.8 Departments should avoid unnecessary purchasing by first considering whether existing resources can be reused, repaired, shared, redeployed or maintained.

17.9 Sustainability considerations shall not override mandatory procurement controls, approval limits, quotation requirements, conflict of interest requirements or compliance with the laws and regulations of the Sultanate of Oman.

17.10 Where a sustainable alternative is selected despite not being the lowest-priced compliant option, the requesting department shall provide a documented justification based on lifecycle value, quality, durability, operational efficiency, environmental benefit or institutional value. Approval shall be obtained from the DALA in accordance with MEC's applicable procurement and approval requirements.

17.11 The Procurement Office shall retain appropriate records demonstrating how sustainability considerations were applied in relevant procurement decisions, including specifications, supplier assessments, documented justifications and approvals.

Policies, rules and regulations published by MEC may be subject to amendment from time to time.

REFERENCE (OPTIONAL)

1. ToR of Tender Committee