# Abridged Procurement Policy

The following is an abridged updated version of the procurement policy to facilitate the understanding of the process and expedite the acquisition activities:

The following steps are to be adopted after securing the appropriate budget for goods and services **or** after adopting the capital planning and management cycle for capital projects.

## Procurement Thresholds

The following table highlights the different procurement journeys based on the transaction threshold:

| Sourcing Type | Threshold (USD) |
|---|---|
| **Direct Purchase Order (DPO Policy Applies)** | **Up to 2,000** |
| **Single Offer** | **Up to 3,000** |
| **Competitive Offers (RFQ or RFP)** | **3,001 - 35,000** |
| **Invitational Tender (RFQ or RFP)** | **Above 35,000** |

## Procurement Journey for Goods, Services and Projects

*\* Please note that delaying the submission of any of the required documents mentioned below may result in delay to procure the required goods or services.*

| Activity (Sorted By Order) | Initiator | Processing Entity(s) | Timeline |
|---|---|---|---|
| For Projects, Fill the Projects' Approval Form | • Project Manager (PM) | • Relevant Stakeholders as indicated in the "Form" | As defined by Requesting dept. |
| For projects, create a WBS | • Project Manager | • Budget Office | |
| Ensure budget allocation in the respective GL (WBS or Cost Center) | • Project Manager | • Project Manager | |
| Create Purchase Requisition (PR) | • Project Manager/Requesting Dept. | • Project Manager/ Requesting Dept. | |
| Fill in the Request for Quotation (RFQ) or Request For Proposal (RFP) template provided by the Procurement. | • Procurement will provide the template.<br>• Project Manager/Requesting Dept. will fill it in with all respective stakeholders. | • Project Manager/ Requesting Dept. | |
| Create a Bill of Material (BoM) or Bill of Quantity (BoQ) for RFQ | • Project Manager/Requesting Dept. | • Project Manager/ Requesting Dept. | |
| Fill in the relevant technical criteria within the Evaluation Matrix template provided by the Procurement | • Procurement will provide the template.<br>• Project Manager/Requesting Dept. will fill it in with all respective stakeholders. | • Project Manager/ Requesting Dept. | |
| Create the agreement draft, if applicable. | • General Counsel Office will provide the template.<br>• Project Manager /Requesting Dept. will be the agreement drafting liaison among relevant stakeholders. | • Project Manager/ Requesting Dept.<br>• General Counsel (Need to review and approve the final draft) | |
| Provide preferred vendor list, if any to the Procurement | • Project Manager/Requesting Dept. | • Project Manager/ Requesting Dept. | |

**After ensuring to carrying out all the above activities, the Project Manager or Requesting Dept. need to send the following to the Procurement Office to initiate the acquisition process:**

- o **Complete "Projects Approval Form" signed, if applicable.**
- o **Complete PR**
- o **Complete RFQ or RFP (Scope of Work-Technical requirements)**
- o **BoM or BoQ, if applicable**
- o **Evaluation Matrix (technical criteria), if applicable**
- o **Agreement draft, if applicable**
- o **Preferred vendors list, if any, and related selection criteria**

**N.B: Please note that the Procurement shall NOT start any procurement activity unless the complete/final versionof the above set of documents are shared with the Procurement Office with no further edits.**

| Activity (Sorted By Order) | Initiator | Processing Entity(s) | Timeline |
|---|---|---|---|
| Review the documents shared by the PM/Requesting Dept. and revert to the PM/Requesting Dept. with comments if, any. | • Procurement Office | • Procurement Office | 2-3 Days |
| Rectify issues with the shared documents in case the Procurement share comments. | • Project Manager/Requesting Dept. | • Project Manager/ Requesting Dept. | As agreed with Requesting Dept. |
| Choose the procurement path based on the threshold (See above) and share the timeline with the PM/Requesting Dept. | • Procurement Office | • Procurement Office | 1 Day |
| Source the vendors | • Procurement Office | • Procurement Office | 1-2 Days |
| Send out the RFQ or RFP | • Procurement Office | • Procurement Office | 1 Day |
| Q&As and site visits, if applicable | • Procurement Office | • Vendor<br>• Procurement<br>• Project Manager/ Requesting Dept. | As agreed with Requesting Dept. specified in the timeline |
| Receive offers and evaluate them, where the Procurement Office is entirely leading this activity. | • Procurement Office | • Project Manager/ Requesting Dept. (Technical attributes)<br>• Procurement Office (Financial/Business attributes) | Procurement Activities: 1-3 Days |
| The Procurement Office shall negotiate the offers received with the vendors and might invite the PM/Requesting Dept. if needed. | • Procurement Office | • Procurement Office | 1-3 Days |
| Based on the evaluation results, the Procurement shall award the highest ranked vendor. | • Procurement Office | • Procurement Office | 1 Day |

**Notes:**

- PM or Requesting Dept. MUST NOT engage in any activity relevant to goods/services acquisitions or projects in any form unless there is a clear formal consent from the Procurement Office or within the limits of the DPO. (e.g. Contacting vendors, soliciting offers etc.)

- RFQ (Apple to Apple): To procure items/services/materials/goods with clear specifications and quantities (e.g. Furniture, Tools .... etc.) where the evaluation is 100% commercial unless a technical criteria is to be taken into account, hence the below distribution shall be adopted:
    - 30% Technical Evaluation (Attributes to be filled by the End-User)
    - 70% Financial Evaluation (Attributes to be filled by the Procurement)

- RFP (Apple to Orange): To procure technical/design & build solutions/qualitatively measured requests, then the end-user need to adopt the following procedure:
    - 50% Technical Evaluation (Attributes to be filled by the End-User)
    - 50% Financial Evaluation (Attributes to be filled by the Procurement)

    N.B: The defined distribution is the default, yet some procurement activities might require a variant distribution which shall be agreed upon among the procurement and the requesting department after assessing the nature of the procurement request.

- Technical criteria within the Evaluation Matrix must be Tangible and Measurable.

- The technical evaluation MUST precede the commercial evaluation, where the PM/Requesting Dept. must send the technical evaluation results to the Procurement Office prior to the financial evaluation. In some cases, the Procurement may elect to monitor and review the technical evaluation process.

- All technical related activities, including but not limited to, PoCs, prototypes/samples solicitation, site visits, technical inquiries and requests, technical discussions and meetings, should be entirely concluded prior to sharing the technical evaluation final and irrevocable results with the Procurement Office.

- BoQ MUST NOT be changed after launching of the RFQ.

- Procurement Office is the ONLY focal point for all procurement relevant communications between AUC and the vendors before awarding.

- Sole Vendor/Brand Purchases and Emergency Purchases Procedures:
    1. The PM/Requesting Dept. will fill in the Sole Vendor/Brand Form after including the plausible justification.
    2. The PM/Requesting Dept. shall solicit the approval of his/her Head of Department/Chair.
    3. The PM/Requesting Dept. shall submit this form to the Procurement Office.
    4. The Procurement Office shall review the form and include its recommendation and send it back to the PM or Requesting Dept.
    5. The Procurement Office shall process the acquisition request ONLY after the designated approvals are obtained.

Should you have any queries or comments, please send an email to procurement.services@aucegypt.edu

**Attachments:**
1. Sole Source/Brand and Single Source Justification Form
2. Rush Notification - Emergency Purchase Form
3. Conflict of Interest:
    a. Evaluation Committee Guidelines
    b. Evaluation Committee Member COI Form
    c. Executive Evaluation Report