

Procurement and Contracts Management Policies and Procedures Manual Version 4.0 2023-2026



DOCUMENT CONTROL

Document Name	Abstract
Procurement and Contracts Policies and Procedures Manual	This document intends to define what is expected of Sohar University with respect to Procurement and Contracts policy and procedure.
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CIRCULATION

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G. General

G.1. Introduction

The manual explains the key responsibilities of all the authority involved in the process of procurement of products and services to the University.

G.1.1. Purpose of the Manual

The Procurement and Contracts Management Manual documents the policies and procedures undertaken by the Procurement and Contracts Department and other departments of Sohar University for procurement of goods and services. The manual aims to be a reference document for various personnel in the Procurement and Contracts Department.

G.1.2. Structure of the Manual

The manual is preceded by a control sheet, which outlines the issue history, custodian/author of the manual, the version number, the last date of update, reviewed and approved by the Custodians and authorized by the Board of Directors.

The manual consists of two parts which is again divided into Sections and Sub-sections.

- I. General – G:
General part consists of Introduction, Procurement and Contracts Department and Procurement Policies
- II. Procedures – P
Procedure part consists of detailed description of the various activities and procedures undertaken by the Procurement and Contracts Department of the University. Each procedure of the manual is structured in the following manner:

Objective

A description of the purpose of the procedure

Scope

The applicability / coverage of the procedure

Responsibility

List of personnel involved in the execution of the procedure

Policy

Any specific guideline followed by the University with respect to the procedure

Procedure

Stepwise description of the procedure

Key risks and controls

An analysis of key risks and controls associated with the procedure

Referred documents

List of key outputs/reports generated through the process

Other references

List of documents and other procedures referred to

Best Practices

List of best practices related to the procedure

Appendices

Copies of documents or forms referred to/used in the procedure

Process flowchart

Graphical depiction of the procedure

G.1.3. Definitions and acronyms

BOD	:	Board of Directors
RFQ	:	Request for Quotation
PMC	:	Purchase Management Committee
RFT	:	Request for Tender
IOU	:	I Owe You
LPO	:	Local Purchase Order
MOA	:	Manual of Authority
PR	:	Purchase Requisition
GRN	:	Goods Receipt Note
V.C.	:	Vice-Chancellor
ITS	:	Information Technology Services
DF	:	Director of Finance
PVC-A&F	:	Pro Vice-Chancellor - Administration & Finance
DHR	:	Director of Human Resources
MP&C	:	Manager of Procurement and Contracts
PVC-SA	:	Pro Vice-Chancellor - Student Affairs
PVC-RI	:	Pro Vice-Chancellor – Research and Innovation
LRC	:	Learning Resources Centre
C&M	:	Communication and Marketing
HSE	:	Health, Safety and Environment
RD	:	Research Development