



Policy on: Procurement Principles

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Perspective	Institution		
Policy Owner	Head of Finance and Accounts		
Developed By	Joseph Ajin		
Approval Body	College Board		
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Email	accounts@mcbs.edu.om		
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Revision			
	Date	Revised By	Major Changes
Revision 1			
Revision 2			
Revision 3			

1. Statement.

This policy is hereby developed to establish the principles that govern the procurement processes at MCBS, ensuring transparency, efficiency, and compliance with legal and financial standards.

2. Policy Purpose.

- 2.1 Ensure compliance with legal obligations and financial regulations.
- 2.2 Acquire goods, works, and services that are fit for purpose and offer value for money.
- 2.3 Promote transparency, fairness, and consistency in procurement.
- 2.4 Maximize the College's buying power through efficient processes.
- 2.5 Support local Omani SMEs wherever feasible while ensuring value for money.
- 2.6 Ensure that procurement decisions support sustainability and align with MCBS's environmental and social responsibility goals.

3. Definitions and Abbreviations.

- 3.1 **Asset:** Items of significant value that are tracked using barcodes.
- 3.2 **E-Procurement:** Electronic procurement processes involving online systems for acquiring goods and services.
- 3.3 **Inventory:** Consumable items stored and distributed as per departmental requests.
- 3.4 **LPO:** Local Purchase Order, an official document authorizing a purchase.
- 3.5 **Procurement:** The process of acquiring goods, services, or works from external suppliers.
- 3.6 **SMEs:** Small and Medium-sized Enterprises.

4. Stakeholders.

This policy applies to:

- Head of Procurements
- Purchase Officer
- Storekeeper
- All MCBS Staff involved in the procurement process

5. Procedures.

The following stages are to be followed in implementing this policy:

5.1 Legal Compliance and Regulations

- 5.1.1 **Stage 1:** Ensure all purchases adhere to Omani legal requirements.
- 5.1.2 **Stage 2:** Regularly train staff on relevant procurement laws and standards.

5.2 Value for Money and Fitness for Purpose

- 5.2.1 **Stage 1:** Purchase goods, works, and services that meet required specifications and quality.
- 5.2.2 **Stage 2:** Evaluate quotations to ensure the best value for money.

5.3 Transparency and Fairness

- 5.3.1 **Stage 1:** Follow transparent procurement practices and maintain fairness in vendor selection.
- 5.3.2 **Stage 2:** Ensure all purchases comply with MCBS Financial Regulations and the Executive Chairman's directives.

5.4 Efficient Procurement Processes

- 5.4.1 **Stage 1:** Utilize E-Procurement systems when available to streamline processes.
- 5.4.2 **Stage 2:** Aggregate spending across departments to leverage buying power.
- 5.4.3 **Stage 3:** Adopt digital procurement solutions to reduce paper usage and minimize environmental impact.

5.5 Supporting Omani SMEs

- 5.5.1 **Stage 1:** Prioritize local SMEs for procurement when legally and financially compliant.
- 5.5.2 **Stage 2:** Ensure value for money through regular supplier evaluation.

5.6 Contract Management and Supplier Monitoring

- 5.6.1 **Stage 1:** Manage contracts effectively, ensuring clear terms and conditions.
- 5.6.2 **Stage 2:** Regularly monitor supplier performance to maintain standards.

5.7 Training and Staff Guidance

- 5.7.1 **Stage 1:** Provide training on procurement procedures, legal standards, and E-Procurement tools.
- 5.7.2 **Stage 2:** Develop and update guidance documents for staff involved in procurement.
- 5.7.3 **Stage 3:** Provide training on sustainable procurement practices and encourage suppliers to adopt environmentally friendly and ethical business models.

5.8 Sustainable Procurement

- 5.8.1 **Stage 1:** Procurement Department ensures responsible sourcing by considering environmental, social, and economic impacts.
- 5.8.2 **Stage 2:** All suppliers, including local SMEs and sustainable enterprises, shall have equal and fair access to procurement opportunities
- 5.8.3 **Stage 3:** Procurement opportunities shall be aligned with Omani laws, ethical business practices, and international sustainability standards.
- 5.8.4 **Stage 4:** Suppliers are encouraged to provide innovative, eco-friendly, and sustainable products and services.
- 5.8.5 **Stage 5:** Sustainability shall be embedded in procurement processes to ensure responsible decision-making.
- 5.8.6 **Stage 6:** Sustainable procurement practices shall be regularly reviewed and updated to align with evolving global standards.

6. Roles and Responsibilities.

6.1 Head of Procurements

- Ensure compliance of policies and value for money
- Promote the principles verbally and in all meetings
- Arrange for appropriate training

6.2 Purchase Officer

- Maintain professional and ethical compliance in all matters.

6.3 Storekeeper

- Maintain professional and ethical compliance in all matters.

7. References.

The development of this policy has, in a contextualized manner, benefited from the following documents:

- MCBS Financial policies
- Benchmarked practices for Procurements
- Relevant Omani Procurement laws