

<b>Policy Subject:</b> Purchasing Policy	<b>Policy number:</b> 34/A. A/2018	<b>Date of last revision:</b> 1/1/2022
<b>Implementing body:</b> Administrative Affairs	<b>Implementing start date:</b> 1/9/2018	<b>Policy reference:</b> Purchasing department

### Policy Overview:

Palestine Ahliya University is dedicated to conducting its procurement activities in a manner that is efficient, ethical, and sustainable. This Purchasing Policy establishes the guidelines for acquiring goods and services that fulfil the university's requirements while ensuring financial responsibility, environmental stewardship, and compliance with relevant laws and regulations.

### Objectives:

The objectives of this policy are:

1. Ensure that the procurement of goods and services is carried out transparently, competitively, and fairly.
2. Promote sustainability and environmental responsibility in purchasing decisions.
3. Achieve the best value for money and quality in all purchases.
4. Ensure compliance with relevant legal and regulatory requirements.

Scope: This policy applies to all faculty, staff, and departments of PAU involved in the procurement of goods and services.

### Policy Statements:

1. Transparency: All procurement activities will be conducted openly to ensure clear and fair competition.
2. Accountability: Individuals involved in purchasing decisions will be responsible for their actions and decisions.
3. Value for Money: Purchases will be evaluated based on total cost of ownership, considering quality, service, sustainability, and price.
4. Sustainability: Environmental and social factors will be taken into account in procurement decisions to promote sustainable and ethical purchasing.

5. Equality and Fairness: Suppliers will be treated equitably and without discrimination.

**Procedures:**

1. Procurement Planning
  - Departments must identify their procurement needs and budgetary allocations in advance.
  - Larger or specialized purchases should involve a procurement plan outlining specifications, timelines, and evaluation criteria.
2. Supplier Selection
  - Suppliers must be selected based on their ability to provide the best value for money, considering quality, price, sustainability, and service.
  - For purchases above a specified threshold, a competitive bidding process must be followed.
3. Purchasing Methods
  - Direct Purchase: Low-value purchases may be made directly from approved suppliers.
  - Quotations: For mid-value purchases, obtaining multiple quotations is required.
  - Tendering: For high-value purchases, a formal tendering process will be conducted.
4. Sustainable Purchasing
  - Preference will be given to products and services that minimize environmental impact.
  - Suppliers are encouraged to provide environmentally friendly goods and services.
5. Ethical Considerations
  - Suppliers must comply with the university's standards for labor practices and ethics.
  - Conflicts of interest must be disclosed and managed according to the university's policies.
6. Approval and Documentation
  - Purchases must be approved according to delegated authority levels.
  - Documentation of procurement decisions and contracts should be maintained for audit and review purposes.
7. Review and Evaluation: The effectiveness of the Purchasing Policy will be regularly reviewed and updated as necessary.