KINGDOM OF SAUDI ARABIA

Ministry Of Health

General directorate of Health Affairs AL-Baha

Mayyara General Medical Complex

المملكة العربية السعودية
وزارة الصحة
المديرية العامة للشئون الصحية بمنطقة الباحة
مجمع ميارا الطبي العام

☐ADMINISTRATE POLICY & PROCEDURE (APP)	☐ INSTITUTIONAL POLICY & PROCEDURE (IPP) ☐ INTERDEPARTMENTAL ☐ INTERNAL

TITLE		POLICY NUMBER/V#
Purchasing Policy		MMC- ADM – 08(01)
INITIATED DATE	**EFFECTIVE DATE**	**REVISED DATE**
02/08/2025	01/09/2025	01/08/2028
REPLACES NUMBER		**NO. OF PAGES**
N/A		06
APPLIES TO		**RESPONSIBILITY**
All Admin workers		Quality and patient safety

1. PURPOSE:

1.1 To guide the efficient procurement of equipment either purchased or donated, medications and essential medical consumables in accordance with national laws and regulations.

1.2 To describe the general policies and procedures, which govern all the purchasing operations at the Center

1.3 To ensure the purchase of nationally approved medical equipment, medications, and essential supplies.

2. DEFINITION:

2.1 **Medical Equipment:** Equipment used for the specific purposes of diagnosing and treating disease or for rehabilitation following disease or injury. It can be used either alone or in combination with any accessory, consumable, or other piece of medical equipment (e.g., EKG machines, diagnostic ultrasounds, surgical lights, patient beds, surgical tables, anesthesia machines and defibrillators).

2.2 **PO:** Purchasing Order.

2.3 **Capital Equipment:** is any equipment > SR 1, 000 and/or its shelf-life > one year.

2.4 **Leaders:** Medical Director, Clinic director

2.5 **Stock Items:** are items approved for Purchase by the center based on the initial evaluation approval without the need for performing technical evaluations of such items with each following Purchase.

3. POLICY:

3.1 Leaders shall ensure that all medical devices and supplies contractors and suppliers have a Medical Device Establishment License (MDEL) or Saudi Food & Drug Authority (SFDA).

3.2 Leaders shall ensure that all newly purchased medical devices have a Medical Device Marketing Authorization (MDMA) certificate.

3.3 Leaders shall approve newly introduced consumables based on a formal testing and feedback process from end users.

4. PROCEDURE:

4.1 Demand is usually initiated for:

4.1.1 Routinely used item (Approved in the center Master file list).

4.1.2 New item.

4.2 In an effort to improve the outcomes of demand planning, the following areas must be considered by the Requesting Department in collaboration with the purchasing department:

4.2.1 Historical data and forecasting (e.g. last year's utilization or patient load increased by 25%).

4.2.2 Evidence based practice (e.g. new technology has better outcomes).

4.2.3 Documented problems with in-use items.

4.3 When a Requesting Department identifies a need for goods, the first step is to submit a purchasing order to the clinic manager.

4.4 If the needed item(s) requires budgetary approval (such as capital equipment), the clinic manager will submit the request to the executive committee for approval.

4.5 The reviewing committee may:

4.5.1 Approve the request.

4.5.2 Request modifications to the request.

4.5.3 Request additional justifications and statistical data to the request.

4.5.4 Disapprove the request.

4.6 Once the request is approved, the clinic director will proceed with execution of the purchasing order.

4.7 If the request and/or supporting documents are not complete, the clinic manager will return the request and supporting documents to the requesting department for completion.

4.8 Once the request is complete, the clinic director will proceed with Source Selection procedures.

4.9 Items Purchase:

4.9.1 All newly introduced consumables will be evaluated based on a formal testing and feedback process from end users who will be asked to fill the product evaluation form.

4.9.2 Stock Items Purchase:

4.9.2.1 Stock Items are routinely procured and stocked items that have already been approved for use at the center and do not require technical evaluation with each Purchase.

4.9.2.2 Stock levels are maintained using pre-established PAR levels.

4.9.2.3 The requesting department is responsible for setting up PAR levels for every stock item in collaboration with concerned departments.

4.9.2.4 PAR levels are typically calculated based on:

4.9.2.4.1 Utilization level of the item.

4.9.2.4.2 Expected delivery period in collaboration with the clinic Director.

4.9.2.4.3 Length of purchasing cycle.

4.9.2.4.4 Item's shelf life.

4.9.2.4.5 The requesting Department is responsible for issuing a Purchase request when the stock levels reaches the established Minimum Reorder Point (MRP).

4.9.2.4.6 Ordered quantity plus quantity on-hand must not exceed the item's established Maximum Stock Quantity (MSQ).

4.9.3 Non-Stock Item Purchase:

4.9.3.1 Non-Stock Item is an item that is not listed in the center's approved stock list.

4.9.3.2 The Purchase of non-stock items should be very limited.

4.9.3.3 The Purchase of non-stock items must not violate the center's efforts.

4.9.3.4 It is the responsibility of the Requesting Departments to secure appropriate executive Committee approval for required non-stock items.

4.9.4 Capital Equipment Purchase:

Capital Equipment is defined as equipment with a unit cost of 1, 000 SR or greater or a life of one year or more. Based on value, capital equipment's are classified into:

4.9.4.1 Minor: equipment with value up to 5, 000 SR per unit.

4.9.4.2 Minor capital equipment Purchases require an internal purchase request (IPR) which is generated and signed by the Biomedical Engineering Department Director, and Finance Division Director.

4.9.4.3 Major: equipment with value in excess of 5, 000 SR per unit. All major capital equipment purchases require an internal purchase request (CERF).

4.9.4.4 All capital equipment Purchases must be budgeted and in accordance with the center strategic plan (finance planning).

4.10 Communication with Suppliers:

4.10.1 Purchasing Department is the only authorized entity to contact suppliers for price quotations.

4.10.2 The Purchasing Department will maintain a log of names and contact numbers for all bidder(s) to whom quotations are sent.

4.10.3 If necessary, the Purchasing Department may hold a pre-bid conference with prospective bidders to go over the details of the requirement and clarify any ambiguity in the quotation.

4.11Receiving Bids:

4.11.1 Bids should be delivered as requested on the quotation.

4.11.2 Bids will be date and time stamped and kept in a secure location until evaluation time.

4.11.3 Samples and/or catalogs must be submitted with the bids if requested in the quotation.

4.11.4 Late bids will not be accepted.

4.11.5 The center reserves the right to extend the submission date if deemed necessary.

4.12. Offer Evaluation:

4.12.1 Once all bids are received and logged, the assigned buyer will review the bids for compliance with the quotation conditions.

4.12.2 Non-compliant bids will be disqualified and forwarded to the Purchasing Director.

4.12.3 The Purchasing Director will ask the Requesting Department to nominate at least one department staff member to participate in the Executive committee.

4.12.4 The Purchasing Director will call for the executive Committee meeting and proceed with bid evaluation.

4.12.5 The committee will be charged with reviewing the technical and financial aspects of the request and its related bids and with making Purchase recommendations of priorities in case of multiple CERFs as well as recommend any required feasibility studies.

4.12.6 Purchasing department will prepare a comparative study containing the following information: Dep Name, delegated members' names and signatures in addition to department director, Quotation information – Number, date…etc. List of reviewed bids, Selection decisions – approval or rejection, Reasons for rejection of each rejected bid, Justification for sole source selection, if needed.

4.12.7 Final Decision will be made by the executive committee.

4.13. Delivery and Receiving / Acceptance and/or Installation:

4.13.1 Once a shipment is received in the warehouse, Receiving Staff will pull out the shipments Purchase Order and verify the following:

4.13.1.1 The manufacturer's item number and description from the Purchase Order will be compared to the information on the Delivery Note;

4.13.1 .2 The quantity and units received will be compared with those numbers on the Delivery note and the Purchase Order;

4.13.1 .3 Compliance with other Purchase Order terms and conditions, such as minimum shelf life, submitting an undertaking letter, etc.

4.13.2 At the time of receiving, if any of the delivered items is not accepted by the authorized department staff the reasons for the rejection should be indicated on the delivery note / or invoice.

Receiving Staff will notify the purchasing department for approving the returning back of the not accepted item prior to the supplier leaving the clinic, for PD further action.

4.13.3 If the shipment is accepted, the Receiving Staff will:

4.13.3.1 Sign and date the Delivery Note(s) and

4.13.3.2 Return the original note to the supplier.

4.13.3.3 Retain one copy for Receiving Record.

5. RESOURCES:

5.1 N/A

6. CROSS REFERENCE:

6.1 N/A

7. REFERENCES:

7.1 CBAHI National Standards for Ambulatory Care Centers, Effective Jan,2020.

7.2 The Joint Commission International (JCI), 7th Edition, Effective Jan 2021.

8. FORMS & ATTACHMENT:

8.1 Purchase Order/Purchase Request

8.2 Quotation.

8.3 Item Evaluation Form

8.4 Capital Equipment Request Form

9. Approved:

PROVALS & REVIEWS::			
Prepared By	**Title**	**Date**	**Signature**
Dr. Mostafa Mohammed Osman	Quality Director	02-08-2025	
Reviewed By			
Dr. Abdulmajeed Abdullah Saleh	**Medical Director**	**02-08-2025**	
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Eng. Meshaal Hussein Alghamdi	**Executive Director**	**02-08-2025**	