

PROCUREMENT AND TENDERING COMMITTEE

Terms of Reference

PUP101

[LINK TO POLICY](#)

[LINK TO PROCEDURES & FORMS](#)



1. PURPOSE

By appoint of the Board, the Procurement and Tendering Committee (PTC) shall govern the procurement process and ensure the application of National Ambulance's Procurement Policy and Procedures and their amendments including delegations to be properly applied.

2. SCOPE

The Procurement and Tendering Committee (PTC) will approve submissions to purchase goods, works or services up to AED 999,999. Procurements over AED 999,999 require additional approval from National Ambulance Board.

3. OBJECTIVES

3.1 GENERAL

- Ensure the company applies transparent procedures that help have competitive prices for goods and services that meet the approved technical standards and requirements.
- Assist the Board with the monitoring of financial and administrative reporting, compliance with legal and statutory requirements, evaluating the management of risk areas and operation of internal controls.
- Review procurement procedures, as and when the need arises, and propose any amendments for endorsement by the Board.
- Coordinate with working groups and relevant department to approve a yearly purchase plan and the estimation of funds required based on audited historical data available and the requirements of each project and department.
- Coordinate with working groups and Supply Chain Manager to review all current contracts and values and negotiate them with suppliers to review current agreements or submit new RFPs in the market in order to have the best prices.

3.2 PURCHASING PROCEDURES

- Receive technical and commercial reports including market studies from working groups to be used to select the best options. The committee may request further information as it may conduct independent market research to build a reliable benchmark.
- Ensure all submissions are complete, within budget and comply with auditing requirements and submit them for review to the internal audit, compliance and risk management committee.
- Approve the budget for a procurement process before commencing or engaging with suppliers.
- All purchases and agreements of less than AED 999,999 should be approved by the committee except urgent purchases which have to be reported to the PTC Chair. A report including an explanation is to be provided to be included in the committee's documents.
- Call for fresh quotations or tenders to provide alternative arrangements for the procurement of goods, works or services; where there is disagreement on terms and conditions, proven non-compliance or suspicion of fraud.

- Authorise, call for, accept or reject tenders and quotations where they do not comply with company policy and procedures.
- Ensure an Internal Project Team is in place for purchases over AED 999,999 consisting of relevant heads of departments, or their representatives to facilitate a robust tender process.
- Act as an Appeal Board for issues raised by external parties arising from procurement activities.
- Recommend to the Board on award of a tender or purchase above AED 999,999.

3.3 MONITORING

- Review regular reports submitted by Supply Chain Manager and the CFO on replenishment and payments made.
- Monitor suppliers' performance against the agreed terms and conditions, and approve measures to be taken to address non-compliances.
- Conduct regular market research to be aware of the best prices and alternatives available, which could be used as a strength in negotiations with suppliers.

4. ACCOUNTABILITY AND GOVERNANCE

The PTC shall report and be accountable to National Ambulance Board through the Executive Office. The Committee shall report to the Board through its Chair.

5. FUNCTIONAL MEMBERSHIP

The Chair will review the membership of the group and terms of reference, annually.

- Chief Executive Officer (Chair)
- Deputy Chief Executive Officer
- IT Manager
- HR Manager
- Chief Operations Officer
- Chief Administrative Officer
- Chief Financial Officer
- Senior Medical Officer / Chief Medical Advisor / Medical Director
- Fleet Specialist
- Supply Chain Manager

Support: Secretary, Internal Auditor via IACRMC

Where the Committee is of the view that a technical expert in a certain area, that person may be co-opted to the Committee for that specific task.

Where the submission involves a Corporate Change, the submission must follow COP414 Organizational Change management Policy and Procedure.

6. CONFLICTS OF INTEREST

For the duration of their membership, members will be required to declare any interests that could reasonably be anticipated to lead to a conflict of interest.

In the event of a submissions being presented by a department head, the member is required to abstain from voting on the proposal.

A Conflicts of Interest register will be maintained and updated at each meeting and reported to the Board, where declared.

7. QUORUM

In the event of the Chairperson unable to attend the meeting or where the Chair registers a Conflict of Interest then a Deputy will be appointed.

Where a member cannot attend, the meeting should be reconvened or a suitable representative approved by the Chair co-opted in for the meeting.

8. MEETINGS

The committee meets weekly, at a minimum, to ensure the flow of goods, works and services continue to support operations.

Normal replenishment of everyday consumables may follow the usual procurement purchase order process, as the quantities are determined by the PAR levels set to meet operational, reputational and clinical requirements.

The Secretary shall check the submissions to ensure they are narrated, straight forward, well supported with relevant documents and summarised to assist the PTC in making informed decisions.

Where 100% agreement is not achieved, the decision must escalate to the PTC Chair for decision.

9. URGENT MEETINGS

If an urgent meeting is required and members are unavailable, or where an emergency is declared, members of the PTC may convene a meeting through email outlining their request and call for action.

Any actions must be reported at the next meeting, along with supporting documentation.

10. AGENDA

The agenda will be circulated at least two days before any meeting.

Action points will be circulated directly after the meeting by the Secretary.

The agenda items must include at a minimum:

1. Declarations of Conflicts of Interest
2. Minutes of the previous meeting
3. New purchases
4. Review of organisational risks
5. Review progress of Procurement and Tendering related projects and actions
6. Any other business

11. MINUTES

The secretary must circulate Minutes of Meetings within two working days and hold copies on the shared drive.

12. PROCEDURE AND FORMS

Form Number	Forms relevant to this procedure
PUP103	Purchasing Policy and Procedure

13. DOCUMENT CONTROL

The Chair will review and update this document as required.

Version No.	Date	Changes
1	June 2013	New document
2	September 2014	Update Template
3	January 2015	Updated Terminology
4	September 2016	Updated – review of all procurement documents
5	December 2018	Updated to become a Board Sub Committee
6	October 2020	Added fleet Specialist and supply chain Manager to members other minor changes Agenda to be send two days before meeting Minutes to be sent within two working days Changed escalation from board to PTC

Review & Approval: CEO Office