**PUF109: PURCHASING COMMITTEE BRIEFING**

All procurement of supplies, and services over the value of AED500,000 are to be submitted to the Purchasing Committee for approval. Relevant and appropriate documentation must be prepared in advance and presented to the Committee to allow a thorough and informed evaluation of the proposal. Should the purchase be a medical device, consultation must include NA’s certified Medical Director

In exceptional circumstances the Chief Executive Officer (CEO) can waive the requirement for a Purchasing Committee.

The proposer must submit at a minimum the following information and an outcome recorded and signed by the attending Committee.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date: |  | | | |
| Description of purchase: |  | | | |
| Attendees  (Min 4): | Name: | Title: | Name: | Title: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Background: | | | | |
| Description on the background of the project and purchase. | | | | |
| Discussions: | | | | |
| Discussion of the offers, market strategy and risks versus rewards. State where exemptions are applied. | | | | |
| Financials: | | | | |
| Details of the financial offers. | | | | |
| Recommendations: | | | | |
| Reasons for selecting the outcome. | | | | |

**Approved by:**

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Chief Administration Officer Deputy Chief Executive Officer

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Medical Director Chief Financial Officer

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Chief Operating Officer Chief Executive Officer