

Jordanian Women's Union

Procurement Regulations 2021

Article 1:

These regulations are called the "the Jordanian Women's Union's Procurement Regulations," and they are issued according to Article (34) of the Basic Law and its amendments as well as Article (34) Paragraph (9) of the Jordanian Women's Union's Financial Regulations.

Article 2:

The following words and phrases, wherever mentioned hereunder, shall have the meanings assigned to them below unless the context indicates otherwise:

Union:	The Jordanian Women's Union.
Basic Law:	The Basic Law of the Jordanian Women's Union.
Financial Regulations:	The Financial Regulations of the Jordanian Women's Union.
Administrative Body:	The Administrative Body of the Jordanian Women's Union.
General Manager:	The General Manager of the Jordanian Women's Union.
Branch Supervising Committee:	The Supervising Committee of a Jordanian Women's Union's Branch.
Financial Department:	Financial management in the Jordanian Women's Union.
Procurement Committee:	The approved committee for approving procurement orders for the Jordanian Women's Union.
Financial Committee:	The Financial Committee of the Jordanian Women's Union branches or central branch.
Purchase Request:	The procurement request that was approved by the Union.
Purchase Order:	The purchase order that was approved by the Union.
Receipt form:	The receipt form that was approved by the Union.

Article 3:

Procurements: It is the process of purchasing assets or materials or the assignment of performing works or services necessary for the work of the Union.

Article 4:

The Committee shall consist of two members of the Administrative Body, the Financial Manager, and two employees. It shall be chaired by one of the assigned members of the Administrative Body and a vice-chairperson, and the Committee shall exercise its powers and method of work in accordance with the provisions of these regulations.

- The Committee shall meet periodically or as needed, based on an invitation received from its chairperson or vice-chairperson in his absence. The quorum for its meeting shall be considered legitimate in the presence of two-thirds of its members, provided that the Committee Chairperson or his/her deputy shall assign one of the Committee members to act on his/her behalf if s/he was absent.
- The Committee’s decisions shall be taken by the majority votes of the attendees, and the dissenting member has the right to record his/her dissent in the minutes of the meeting, with a statement of the reasons for having such a dissent.
- The Committee has the right to seek the assistance of any of the specialists or technicians if the purchase situation calls for, provided that the opinion of the specialist or technician shall be included in the minutes of the Committee’s meetings.

Article 5:

Purchasing is requested by virtue of the purchase order approved for this purpose, and it shall be filled out by the concerned department or activity, provided that the clearance and approval shall be made according to Article 6 of the Regulations.

Article 6:

The powers and procedures followed for approving each procurement process are as follows:

Amount of money	Powers and procedures
1-100 JDs	Direct purchase by making a purchase request upon the recommendation of the Direct Manager.
101-500 JDs	A purchase request shall be submitted to the Procurement Committee upon the recommendation of the Financial Manager and the approval of the General Manager on this purchase request.
501-30000 JDs	The purchase request shall be submitted to the General Manager for approval, then it shall be transferred to the Procurement Committee to take the necessary actions, by drawing three offers according to the forms prepared in the regulations, and then the approval of the Administrative Body shall be obtained.
30000 and more	The Procurement Committee shall submit the purchase request and prepare the required specifications and instructions for the General Manager to be presented to the Administrative Body for clearance and approval. The bid shall be launched by placing an advertisement in one of the daily newspapers and on the website of the Union.

Article 7:

Procurement and execution of works or services shall be carried out in accordance with the following:

- 1.** Purchases shall be made directly by issuing a purchase order or an order to perform a direct service without the need to launch bids in any of the following cases:
 - a.** If the purchases or services required to face an emergency do not allow for launching bids, and by the reasoning decision of the Committee's chairperson and the General Manager.
 - b.** If it is only possible to purchase or service from one source.
 - c.** Purchasing professional or technical services of a specialized nature that are duly available from private parties.
 - d.** If the prices are specified by the competent authorities.
- 2.** Other than that, every purchase or service that ranges between (501-30000 JDs) shall be done by launching bids, provided that the number of bids is not less than three.
- 3.** What exceeds the amount of (30,000 thousand dinars), according to the text of Article 6.
- 4.** Requests may not be divided in a way that violates the powers stipulated in this regulation.

Article 8:

Duties of the Committee's Chairperson:

- a.** Recording the minutes of the Procurement Committee's meetings, preparing the files and arrangements necessary for holding the sessions and maintaining special and organized records of the Committee's decisions, sequenced for each year.
- b.** Checking purchase orders and ensuring that they are supported by all required conditions and technical specifications, and that these specifications are general and that no brands are specified.
- c.** Checking the forms' validity for the invitation of the Committee, any offers, and their attachments, and making sure that there are no errors in them.
- d.** Recording the names of the bidders, their bid prices, and other technical details related to the bid on special forms prepared for this purpose, and the data shall be recorded on these forms and signed by the Chairperson of the Committee.

- e. Keeping all submitted offers for a sufficient period estimated by the Chairperson of the Committee.
- f. Notifying the person to whom the offer is referred by a referral decision in writing, or through the various means of communication at the address indicated in the offer signed by the Chairperson of the Committee.
- g. Purchases or services shall be received by the concerned department with the purchase request in the presence of a member of the Committee and by an approved receipt record conformed to the specifications when the purchase or service was made.
- h. Bids are received by a committee formed by the Administrative Body according to the specifications listed in the bids, provided that one of its technical members is specialized in the work assigned to the bids.
- i. Maintaining a reference record of all suppliers including their full addresses.

Article 9:

The committees supervising the branches and the central branches are considered a sub-procurement committee, and the powers of the committee supervising the branch are as follows:

- The purchasing powers of the branch range from 1-100 JDs, and can make it directly, and what exceeds that amount is considered from the powers of the Union's Procurement Committee.
- Purchasing fixed assets whose amount exceeds (50) JDs to (100) JDs. Three bids shall be launched and approved by the branch's Supervising Committee.
- The Branch's Committee shall form a Financial Committee consisting of two members of the branch committee and an employee, so that the purchase is checked and the invoice and the record of the purchased materials are signed.

Article 10: General provisions:

- The appropriate bid shall be accepted based on quality standards and after-sales services (maintenance/delivery/guarantees/payment facilities), in addition to the best price.
- It is not permissible for any of the members of the voluntary bodies, whether the administrative body or the Supervisory Committees of the branches and central branches, or the employees of the Jordanian Women's Union, to participate in any bid launched by the Union, nor is it permissible to buy any supplies from them or to assign them any work.

- If one of the Union’s employees is a partner in a company (except for the public shareholding companies), and the company submitted offers for the bids launched by the Union and the worker was part of the decision-making in these bids, then s/he must officially announce that and withdraw from any committee or group whose duties are to prepare information and take decisions.
- Relationships or related parties, if any, must be announced (for any employee working in the Union) in the event of submitting bids.
- The purchases or services are duly entered and proven in the special records of the Financial Department, supported by the necessary documents.
- In the case of bidding with an amount of 101 to 500 JDs, three bids will be launched to know the ranges of prices with consulting the concerned technical opinion only.
- The Procurement Committee has the right to reject the offers or bids submitted to it and re-offer them again by stating the reasons for that.

Forms:

1. The bids form shall be prepared when necessary according to the specifications.
2. Referral Form
3. Offers listing form.
4. Purchase request form.
5. Purchase order approval form.
6. Purchase materials/ goods/ services receipt form.
7. Direct purchase contract form.
8. Bid receipt form.

Article 11:

These regulations consist of 11 articles along with the forms.