



聖若瑟大學
UNIVERSITY OF
SAINT JOSEPH

PROCUREMENT POLICY

1. RATIONALE

- 1.1 As a Catholic Institution for Higher Education, the University of Saint Joseph (the University) is committed, following the teaching of the Gospels, to maintaining an academic, work and living environment in which all members of the University community, guests, contractors and other third-parties conducting business with the University, are treated with equal rights.
- 1.2 With the University's diverse and decentralized operations, it is appropriate to provide and set up a central policy to regulate procurement dealings and guide those responsible for the expenditure of the University's funds to ensure the proper combination of price, value, quality, and reliability.
- 1.3 This requires that employees involved at every step of the process take full responsibility for understanding the University's policies and procedures regarding purchasing and vendor relations, and ensure that appropriate business processes are followed.
- 1.4 In the case of a member of staff or members of staff (jointly or severally) not following the provisions of this policy, having regard to the particular circumstances of the breach, the University's disciplinary procedures may apply.

2. POLICY STATEMENT

- 2.1 The Procurement Policy outlines the principles regarding the acquisition of all goods and services, either purchased, or leased, from suppliers external to the University. It serves as guidance to procurement decisions so as to enable fair value for money to be achieved for the University.
- 2.2 Compliance with this Policy will ensure that procurement cycle times are shortened, operating efficiencies are improved, and appropriate probity is ensured.
- 2.3 The acquisition of goods and services include but are not limited to:
 - office consumables, including office supplies;
 - office, teaching and research equipment;
 - facilities management and construction;
 - information and communications technology;
 - contractors and consultants;
 - university vehicles.
- 2.4 This Policy excludes services provided by staff employed through the University payroll, and any personnel services provided to the University in connection with teaching and or academic research.



3. SCOPE

- 3.1 University purchasing policy and its associated procedures apply to all staff (both academic and administrative, and contractors or consultants acting on behalf of the University - including consultant services - by any contractual means.) for making acquisition of products, equipment, supplies and/or services with the University's funds or funds entrusted to the University through sponsored projects.
- 3.2 The policy does not apply to employment contracts or funding agreements (e.g. sponsorship, memoranda of understanding, deeds).

4. PRINCIPLES

- 4.1 The University is committed to a rigorous procurement services process which emphasizes the principles of:
 - value for money;
 - quality, efficiency and effectiveness;
 - effective competition;
 - sustainability;
 - transparency;
 - probity and equality;
 - best practice;
 - legality;
 - confidentiality.

5. OVERVIEW OF PROCUREMENT SERVICES: ROLES AND RESPONSIBILITIES

- 5.1 Procurement Office: the overall responsibility for procurement services in the University lies with the Technology and Facilities Office (TFO) led by the Head of Office under the leadership of the University Administrator and assisted by the Head of FHRO (Finance and Human Resources Office) and/or Director of Finance. It is also to recommend to the Executive Council changes to purchasing policies and/or procedures. In particular, TFO procurement services includes, but are not limited to, the following activities:
 - negotiation, execution and management of Supplier contracts/agreements that are in the best interest of the University;
 - overseeing the purchasing process for routine and major purchases;
 - managing strategic sourcing for the University, which includes contracted sources and purchasing consortia memberships, to take advantage of economies of scale;
 - working to minimize the University's risk and liability exposure related to the procurement process and contractual documents;



- maximizing the University's economies of scale/volume;
- assisting in resolving disputes with suppliers;
- auditing the procurement process for compliance with the University's policy and other relevant entities' regulations;
- providing academic and administrative staff with the necessary assistance to obtain the best-evaluated cost for the desired level of quality and service;
- providing guidance and indications to the Project Leaders for the purchasing process;
- collaborating with campus stakeholders to establish standardized goods and services;
- overseeing buyer adherence to the University's standard of conduct surrounding conflict of interest in procurement;
- regularly reevaluating preferred suppliers for performance, price adherence and customer satisfaction;
- approving purchase orders as required;
- documenting policies and procedures and monitoring compliance with them;
- regularly reviewing current policies and procedures, and develop and implementing recommended improvements;
- communicating and building awareness across the University of procurement policies and procedures.

5.2 Procurement Unit: the Procurement Units are under the accountability of the Head of Units, Dean and/or Line Manager. Overseen by the University Administrator, these comprise the following University units with responsibilities for ensuring that the University selects its suppliers appropriately and achieves fair value for money in all University procurement activities. They are also responsible for coordinating external acquisition activities for the University, however all acquisitions will require the endorsement of the Administrator and of the FHRO (Director of Finance).

- i. Library (LIB) – handling the procurement of Library-related items;
- ii. Faculty of Arts and Humanities (FAH) – handling the procurement of AV and prototyping products;
- iii. Finance and Human Resources Office (FHRO) ensuring that the funds needed for the acquisition have been budgeted and are still available at the time of approval and – the procurement team (FHRO – PC) handling the items other than those handed by TFO, LIB, and FAH;

5.3 Justification for the procurement and confirmation of the funding:

- i. procurement for budgeted items: prior to procurement of goods and services, there must be sufficient justification to demonstrate that there is a need for the goods and services to be provided and that funds required have been included in the University budget.



ii. procurement for non-budgeted items:

- potential projects: if quotations are needed for a potential Project Leader to prepare a proposal for the Executive Council's consideration, in an attempt to obtain external funding for a project, the Procurement Unit provides assistance by getting necessary quotations, upon confirmation by the Administrator or the Rector;
- all other non-budgeted items are subject to the Administrator's approval before the Procurement Unit initiates its procedure to seek quotations.

6. QUOTATION REQUIREMENTS

6.1 Quotation Thresholds: the following are the minimum quotation requirements:

Value of Order	Requirements
Below Mop 2,000	Quotations optional
Mop 2,000 to below Mop 5,000	1 written quotation
Mop 5,000 to below Mop 30,000	2 written quotations
Mop 30,000 or above	3 written quotations

6.2 Sole/single source procurement: there are circumstances when competitive procurement may not be possible and a request for a sole or single source procurement may be made.

- sole source: the term used to designate that there is only one supplier capable of providing a particular item or service;
- single source: the term used to designate that even though a product or service is available from various sources, it must, due to specific and justifiable reasons, be purchased from one specified supplier. For these situations, the unique technical or operational capabilities of the suggested supplier, which exempt this purchase from a competitive bidding, must be clearly identified. Some of these unique characteristics might include, but are not limited to, the following:
 - owns a proprietary process or license;
 - required compatibility with existing equipment or services;
 - designated exclusive distributor for this product or service in Macao;
 - maintains consistency of products during research testing;
 - the suggested supplier is the only one who can meet the timeline;
 - failed bid: a competitive bid was solicited but no responsive bid was received, or only a single responsive bid was received.



6.3 Preferred and Contracted Suppliers: Procurement Services can establish the Preferred and Contracted Suppliers for the acquisition of specific goods and services. LIB, FAH, FHRO and TFO can go through a rigorous process of vendor assessment and come up with the list of preferred suppliers for the Executive Council's consideration. Upon approval, specific goods or services acquired from the preferred list of suppliers are not subject to quotation requirements.

The Procurement Unit concerned is responsible for reviewing the list of preferred suppliers every two years after its approval, after which it has to be submitted to the Executive Council for approval.

6.4 Exceptions: the following emergency situations are considered acceptable as exceptions:

- i. emergency repairs;
- ii. safety of the University community and others;
- iii. cannot run operations if the purchase is not conducted immediately.

7. APPROVAL AUTHORITY

7.1 Approval should be obtained before any purchase is made. To improve the efficiency of executing procurement, final approval authority is set as follows:

Value of Order	Requirements
Below Mop 30,000	a) Procurement unit's confirmation that procurement procedure has been followed; b) FHRO's confirmation that the fund needed has been budgeted and is available
Mop 30,000 or above	a) Procurement unit's confirmation that procurement procedure has been followed; b) FHRO's confirmation that the fund needed has been budgeted and is available; and c) University Administrator's endorsement.

8. PAYMENT APPROVAL

8.1 The FHRO proceeds with the payments upon confirmation that all of the goods were received in good order and condition, or all of the service was satisfactorily performed, in accordance to the payment conditions as stipulated in the purchase agreement.

9. EXTERNAL FUNDED PROJECTS

9.1 Project sponsoring entities may detail the procurement procedures, which need to be followed. Occasionally, these procedures might go beyond the University's own rules. In such cases, it is very important to follow the granting conditions with respect to the



procurement rules. Failure to do so may lead to a situation where all or part of the funding will be claimed back by the awarding body.

9.2 Project Leaders must follow the indications set forth in the document PMO-102 (Administrative Rights and Responsibilities of the Project Leader). In cases where the University is questioned by external funding entities regarding exceptions to the procurement process, the Project Leader is responsible for providing any required additional information/support for the choice of the supplier.

9.3 The University's Procurement Unit must include the following procurement documentation for each purchase:

- i. record of the University Procurement System to demonstrate policy compliance and to document various required internal approvals;
- ii. any other specificity with justification from the supplier to support the compliance with the external funding conditions.

9.4 The Project Leader shall ensure that all expenses under his/her project(s) comply with these regulations. Internal financial control and record keeping through the respective offices shall also comply with any additional requirements from the external funding entity.

9.5 The Project Leader shall ensure that his/her project(s) is (are) closed on time without significant residual/exceeding balances. Such monitoring is under PMO and any significant deviations from the approved project must be reported to the Executive Council.

10. UNAUTHORISED PURCHASES

10.1 Procurements outside the University's Procurement Services as described in this document may expose the University and the requesting Office or Faculty to unnecessary liability and legal costs. Procurements, unless specifically exempted, that avoid the University's Procurement Services set forth in this document will not be processed by the University unless a justifiable cause is demonstrated. University's staff who make an unauthorized purchase may have their purchasing responsibilities suspended or revoked, may face additional disciplinary action, and may be held personally liable for any charges incurred.

11. RELATED DOCUMENTS

- i. Departmental Petty Cash Policy and Procedure (FNO-105).
- ii. Cash Advance Policy and Procedure (FNO-106).
- iii. Quotation Assessment Form (FNO-104).
- iv. Administrative Rights and Responsibilities of Project Leaders (PMO-102).

Note: The right to interpret the provisions of this Policy rests with the Executive Council of the University.

Approved by the Executive Council on 17 January 2017.

Revised version (v.2) approved by the Executive Council on 24 January 2018.

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Access Right: Available to all staff and visiting academics.