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Overview

For Laboratory work in teaching and research, it is very important to procure the right equipment/ spare parts/ consumables. Ensuring that the equipment complies with the requirements of the requestors while proceeding as per UoS Bylaws is a valuable contribution to assuring the quality of work in the teaching and research lab.

Technical Support Section in CLD has a vital role in the procurement of all labs related items (consumables/ equipment) to all labs' users. To standardize the practices for all the requestors, we have established this Policy & procedure. We would process the lab purchase requests received from scientific colleges and research institutions by providing technical support to all end users for facilitating the purchasing process.

Scope

This procedure applies to all purchase requests of lab equipment, spare parts and consumables in the laboratories and fall under Central Laboratories Directorate, University of Sharjah.

1. Main parties involved in lab equipment & consumable purchase include:

- a. Academic Colleges
- b. Research Institutions
- c. Students of senior design project
- d. Department of Research Funding
- e. Office of Vice Chancellor for Research and Graduate Studies
- f. Central Laboratories Directorate
- g. CAPEX Committee
- h. Procurement Department.

Purpose


The purpose of the policy is to:

- a) Support the scientific colleges and research institutions for acting as technical reference to all end users by facilitating the purchasing process.
- b) Enable the Central Laboratories Directorate to comply with the University of Sharjah Bylaws related to procurement and facilitate effective, efficient, and compliant procurement outcomes.
- c) Describe the process from receiving the Purchase Request till the issuance of the Purchase Orders.
- d) Define the key roles and responsibilities for all requestors.
- e) Provide the best technical support for vendor selection and to reduce the duplication of orders.
- f) Explain the requirements of budget approval for requestors.

Abbreviation

UOS – University of Sharjah

SOP – Standard Operating Procedure

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CAPEX – Capital Expenses (Any Single Equipment Costing Above AED 100,000).

SSJ – Sole Source Justification (Justification for purchase from any specific vendor/manufacturer).

PR – Purchase Request (For Lab Equipment, consumables, spare parts for lab equipment only).

CLD – Central Laboratories Directorate

CLDMT - Central Laboratories Directorate Maintenance Team

DCLD – Director Central Laboratories Directorate

DASS – Dean of Academic Support Services

UCLC – University Central Laboratories Committee

LS – Lab Staff: (Lab Supervisors, Lab Officers, Lab Engineers, Clinical Tutors, Lab Technicians, and research assistant)

LFM – Labs Faculty Member (Professor, Associate Professor, Assistant Professor, Lecturer and Researchers)

LTL – Lab Team Leader

TST – Technical Support Team

RFD – Research Funding Department

CGS – College of Graduate Studies


Students – Refers to undergraduate, graduate and PhD students

Reference

- Education Sector Environment, Occupational Health & Safety Management System General Framework Version 2.0 / January.
- Quality Management System ISO 9001:2015 / Clause: 8.5.1 (Control of Production and Service Provision) / Clause: 8.4 (Control of Externally provided Processes, products & Services)
- CAA Standards for Institutional Licensure and Program Accreditation 2019- Standard 7, Stipulations 7.2.2 & 7.4.1.
- UOS Bylaw's: Decision No. (11) of 2019, Procurement Bylaws at the University of Sharjah Article (4).
- Procurement and Supply Chain Department Policy and Procedures.

Policy


- a) Technical Support Section should provide technical support for all purchases of lab equipment, lab consumables, lab safety items for teaching and research labs.
- b) Technical Support Section is committed to facilitate the process by issuing LPOs through procurement and Direct Orders through central labs directorate within approved thresholds.
- c) Technical Support Section must adhere and follow UOS Bylaws and proceed as approved to avoid any legal obligation.

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d) Technical Support Section is committed to work on continual improvement to enhance the technical support services for all stakeholders.

Procedure


<u>RESPONSIBILITY</u>		<u>ACTION</u>
	1.0	General
CLD	1.1	has established this policy and related procedure to enable the Central Laboratories Directorate to comply with the University of Sharjah Bylaws related to procurement and facilitate effective, efficient, and compliant procurement outcomes.
	1.2	Main parties involved in lab equipment & consumable purchase include: <ul style="list-style-type: none"> • Academic Colleges • Research Institutions • Students of senior design project • Department of Research Funding • Office of Vice Chancellor for Research and Graduate Studies • Central Laboratories Directorate • CAPEX Committee • Procurement Department
	2.0	Procedure for Technical Support of Lab Equipment, Spare Parts & Consumables Purchasing
	2.1	Technical Support During Purchasing Process for Academic Colleges and Central Labs
LS/LFM/LTL	2.1.1	Defines required items such as equipment, consumables, spare parts, and chemicals, based on actual needs and provides clear and generic technical specification to avoid any error later.
LS/LFM/LTL	2.1.2	Fills the CL Purchase Request form (PR) mentioning relevant technical specifications, estimated budget and location for equipment. Note: Download the CL Purchase Request form & instructions from below link https://myuos.sharjah.ac.ae/en/cl/Documents/PurchaseRequisitionForm.xlsx
LS/LFM/LTL	2.1.3	Fills the CAPEX Teaching Lab Equipment Justification Form for any single lab equipment with cost above AED 100,000.00. Note: Download the CAPEX form from below link. https://www.sharjah.ac.ae/en/Administration/CL/Documents/Ser-Forms/CAPEX_Teaching_Lab_Equipment_Justification_Form-Final.docx

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RESPONSIBILITY		ACTION
LS/LFM/LTL	2.1.4	Fills the SSJ in case if there is only one vendor/ manufacturer for required item (For each vendor/ manufacturer separate form is required). Note: Download the SSJ form from below link. https://www.sharjah.ac.ae/en/Administration/CL/Documents/Ser-Forms/Sole%20Source%20Justification%20Form.docx
LS/LFM/LTL/TST	2.1.4a	Gets final commercial quotation directly from the sole source and sends it with SSJ and Purchase Requisition Form for approval.
LS/LFM/LTL	2.1.5	Fills the Ionizing Radiation Source Justification form in case if the requested equipment contains any radiation source and send it to the concerned committee. Note: Download the Ionizing Radiation Source Justification form from below link. https://myuos.sharjah.ac.ae/en/cl/Documents/Ionizing%20Radiation%20Source%20Justification.docx
LS/LFM/LTL	2.1.6	Obtains pre-approval from the authorized signatory as indicted in the purchase requisition form, SSJ & CAPEX.
Concerned College Dean	2.1.7	Sends the purchase requisition form with SSJ & CAPEX Teaching Lab Equipment Justification if applicable to central labs for pre assessment at the same time of budget preparation from finance department.
TST	2.1.8	On receipt of the pre-approved purchase request, TST Conducts Pre assessment as below:
TST	2.1.8.a	Checks availability or non-availability of the requested items in the CL database to avoid duplication.
TST	2.1.8.b	Checks available space for the requested equipment.
TST	2.1.8.c	Contacts CLDMT for location inspection if required
CLDMT	2.1.8.d	Visits the location and checks all preinstallation requirements and updates TST
TST	2.1.8.e	Makes sure that the item specifications are not specific for one company and make them generic for requests without SSJ.
LS/LFL/LTL & TST	2.1.9	Adjust the requests as per approved budget and based on recent purchases
CAPEX Committee	2.1.10	Decides about implementing the final approved purchasing request (Only for any single lab equipment with estimate above AED 100,000).
TST	2.1.11	On receipt of the final approved purchase request, TST performs following actions:
TST	2.1.12	Generate the request on CAFM system and give a unique serial number.

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RESPONSIBILITY		ACTION
TST	2.1.13	Based on CLD's technical experience, relevant vendors to speed up the purchasing tendering process.
TST	2.1.14	Checks the following PR terms & conditions wherever applicable: 3 Years Warranty for any Lab Equipment above 100,000 AED. Onsite Maintenance Training for 2 Engineers in Central Labs for any critical Equipment with cost above 100,000 AED. Factory Training for 2 Person (1 End User, 1 Maintenance Engineer) for any Equipment with cost above 500,000. Installation and Operational Training is A Must for all the Equipment. Softcopy of the Operation Manual/ Technical Documents should be provided for all delivered Lab Equipment. All Chemicals & Reagents should have 3/4th valid shelf life upon delivery
TST	2.1.15	Updates CL shared data base on CAFM system during all purchasing stages.
TST	2.1.16	Sends the purchase request (soft copy by email) to the purchasing officer for tendering.
TST	2.1.16a	For SSJ requests sends final approved commercial quotation along with LPO description to the purchasing officer for issuing the LPO.
Procurement Department (Purchase Officer)	2.1.17	Contacts the appropriate suppliers and follows up to obtain quotations from suppliers suggested by TST.
Procurement Department (Purchase Officer)	2.1.18	Sends the technical quotations to the CLD for technical evaluation.
TST & LS/LFM/LTL	2.1.19	Analyze the offers to ensure conformity of technical specification.
TST	2.1.20	Contacts the suppliers for any technical clarifications and conducts technical meetings if required.
TST & LS/LFM/LTL	2.1.21	Prepares detailed technical report as per the Technical Evaluation guideline.
TST	2.1.22	Sends formal official letter along with the technical evaluation tables / reports, including re-order items (non-quoted or non-matching items), if needed. Also sends soft copy of these documents to the purchase officer for further financial evaluation.

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RESPONSIBILITY		ACTION
TST/Purchase Officer	2.1.23	Performs financial evaluations as per Chancellor Decision No 167 of the AY 2019/2020. Purchase officer can consult with the CL staff for any technical query, which may be needed for right financial evaluation.
Purchase Officer	2.1.24	If financial evaluation is done by purchase officer, he/she should send final soft copy of financial evaluation for the selected suppliers to the TST staff for final review of all needed items, specifications, quantity, etc.
TST & LS/LFM/LTL	2.1.25	Gets extra budget approval or adjusts the required items according to the situation
TST	2.1.26	Submits request for site utilities arrangement to maintenance team through CAFM if needed.
TST	2.1.27	Returns final copy with items descriptions to the purchase officer for issuance of purchase order as per the procedure of procurement department.
Procurement Department (Purchase Officer)	2.1.28	Generates the LPO and sends it to technical support team and storekeeper.
TST	2.1.29	Enters LPO details in the CAFM data base which ensures proper follow up of the delivery by stores as well as installation and training by maintenance team, where needed.
TST	2.1.30	TST can communicate with the suppliers in following situations: i. During the technical evaluation - for clarifications about technical issues ii. For pre-requisite preparations before commissioning and training.
	2.2	Purchasing Process for Research Groups / Research Projects
Researcher and RFD	2.2.1	<p>The difference between Research purchasing request and Teaching purchasing request is only related to the approval of the request, which must be as per the procedure of "Research Funding Department" and through "Vice Chancellor of Research and Graduate Studies" and initiated by the end user.</p> <p>With reference to HE Chancellor Circular #7 of the Academic Year 2022/2023, all cash purchases by end users are eliminated, and reimbursement is cancelled. Thus, all purchasing of lab consumables/ equipment should be through CLD only: https://myuos.sharjah.ac.ae/en/cl/Documents/Process Flow Research Lab Purchase en.pdf. Please refer to Appendix 1.</p> <p>Purchasing process for the research group and research projects (Seed, collaborative...) is similar as mentioned for academic colleges referred above from 2.1 to 2.1.28.</p> <p>However, the following exceptions may occur as in 2.2.2, 2.2.3,2.2.4,2.2.5 & 2.2.6</p>

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RESPONSIBILITY		ACTION
Researcher	2.2.2	Submits a purchase request for specific brand if needed
TST	2.2.3	The LS can communicate with local or overseas companies and customize his request within the defined budget limits.
TST/ Researcher	2.2.4	In case of extra budget approval needed, refer to the Process flow in HE approved circular#7 of AY 22/23: https://myuos.sharjah.ac.ae/en/cl/Documents/Process_Flow_Research_Lab_Purchase_en.pdf
Researcher	2.2.5	The "Sole Source Justification form SSJ" should be used to justify the issue of the LPO directly to the manufacturer or authorized local agent.
Researcher	2.2.6	Fills the CAPEX Research Lab Equipment Justification Form for any single lab equipment with cost above AED 100,000.00. Note: Download the CAPEX form from below link. https://www.sharjah.ac.ae/en/Administration/CL/Documents/Ser-Forms/CAPEX_Research_Lab_Equipment_Justification_Form-Final.docx
	2.2.7	CLD is not responsible for commissioning and installation of items brought from abroad and if these and related terms were not included in the accepted quote.
	2.3	Direct Orders
	2.3.1	Requests below 5,000 AED (CAPEX) or 10,000 AED (OPEX) are proceeded as direct orders. Please refer to Appendix 1.
TST	2.3.2	Contacts the suppliers based on the required items and asks for quotations.
TST	2.3.3	Receives the quotations and forwards to the respective end-user.
LS/LFM/LTL	2.3.4	Evaluates the quotations
TST	2.3.5	Compares the prices and decides about convenient suppliers
TST	2.3.6	Verifies the selected supplier registration and acceptance of payment terms.
TST	2.3.7	Sends the approved quotation to the supplier as a confirmation for delivery
TST	2.3.8	Update the data in CAFM and authorize it
	2.3.9	CAFM notifications sent to the stores for further action

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RESPONSIBILITY		ACTION
	2.4	Purchasing Process for Students Projects
Students	2.4.1	Submits their lab requirements for their senior design projects to the concerning Project Coordinator. Please refer to Appendix 2.
Project Coordinator	2.4.2	Consolidates all the requirements and conducts due diligence on the request then secures the required approvals and send the approved purchase request to CLD
TST	2.4.3	Process the purchase request as per approved procedure through procurement or direct order/petty cash in coordination with concerned Project Coordinator
TST	2.4.4	After completing the purchase request, sends the order copies to the concerned Project Coordinator and a notification to the stores team for delivery follow-up
	2.5	Purchasing Process for Graduate Research
Students	2.5.1	Submits their thesis lab requirements for their thesis supervisor. Please refer to Appendix 3.
Thesis Supervisor	2.5.2	Conducts due diligence by reviewing & checking the request then submits the approved request to CGS
CGS	2.5.3	Checks the budget availability for that particular Graduate Student and sends the approved PR to CLD
TST	2.5.4	Process the purchase request as per approved procedure through procurement or direct order/petty cash in coordination with thesis supervisor
TST	2.5.5	After completing the purchase request, sends the order copies to the concerned Thesis supervisor and a notification to the stores team for delivery follow-up
	3.0	Monitoring and Control
TST	3.1	Continuously updates the CAFM database to have up-to-date information on the dashboard reporting the following: <ul style="list-style-type: none"> • Purchases made for academic colleges and central labs and their value (if possible) • Purchases made for research groups and research projects • Purchases made for student's projects • Where possible, mention value of the purchase in each category • Mention number of delayed purchase requests

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RESPONSIBILITY		ACTION
DCLD	3.2	Reviews the “Technical Support of Lab equipment Spare Parts and consumables purchasing report” and takes appropriate action as deemed necessary.
	4.0	Records
TST	4.1	<p>Ensures that electronic version and / or hard copy of following records are maintained for a period of three years.</p> <ul style="list-style-type: none"> • “Technical Support of Lab Equipment Spare Parts & consumables purchasing Report” • Technical Quotes from Suppliers. • Technical evaluation sheet. • Purchase Requisition form (CL), Form # TS/FR/01. • Sole Source Justification form (if available), Form # TS/FR/02. • Ionizing Radiation source justification form (if available), Form # TS/FR/03. • CAPEX Research Lab Equipment Justification form (if available), Form # TS/FR/04. • CAPEX Teaching Lab Equipment Justification form (if available), Form # TS/FR/06. • Memos.
TST	4.2	<p>Disposes above mentioned records after expiry of retention period.</p> <p>Disposal may include:</p> <ul style="list-style-type: none"> • Send to store • Destroy the records • Shred the records • Archive the records

Document Amendment Record

Date	Description of Amendment	Pages Affected
28-06-2022	Replaced NEJF with CAPEX procedure for new lab equipment with estimated above AED 100,000 in section 2.1.3, 2.1.5, 2.1.6, 2.1.9 & 4.1	3,4,8
	Updated Form Links in section 2.1.2, 2.1.3 & 2.1.4.	3
	Added Financial Evaluation procedure in section 2.1.23, 2.1.24	5

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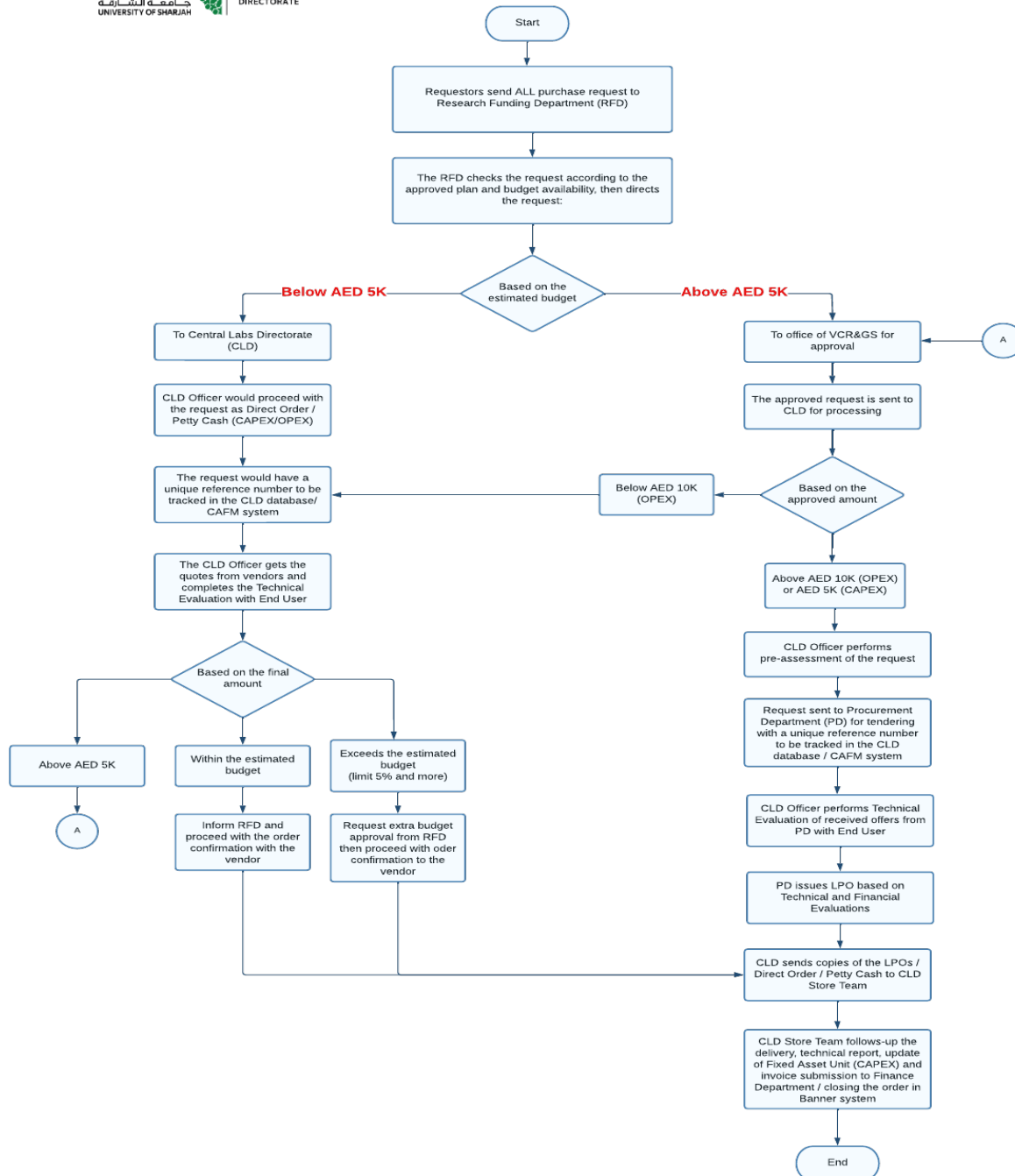
	Replaced Project Approval Committee with CAPEX committee in section 1.2	2
	Created new sections 2.1.4a, 2.1.5, 2.1.14, 2.1.16a, 2.2.5, 2.2.6	3,4,5
	Specified separate procedure for CAPEX Teaching & Research Lab Equipment in section 2.1.3, 2.1.7, 2.2.5 and updated new CAPEX form references for Teaching & Research Lab Equipment in section 4.1	3,5,7
	Updated section 3.1 with new live dashboards for purchase requests status for all stake holders	8
	Update Overview, Purpose, and Policy statements	1,2
	Added new abbreviations	2
	Updated sections 2.1.9 and 2.1.25	4,5
	Update the procedures for Research Projects, Students Projects, and Graduate Projects	6,7,8
	Added Appendix 1, 2, and 3	11, 12, 13


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Appendix 1



Process Flow for Research Lab Purchase Request



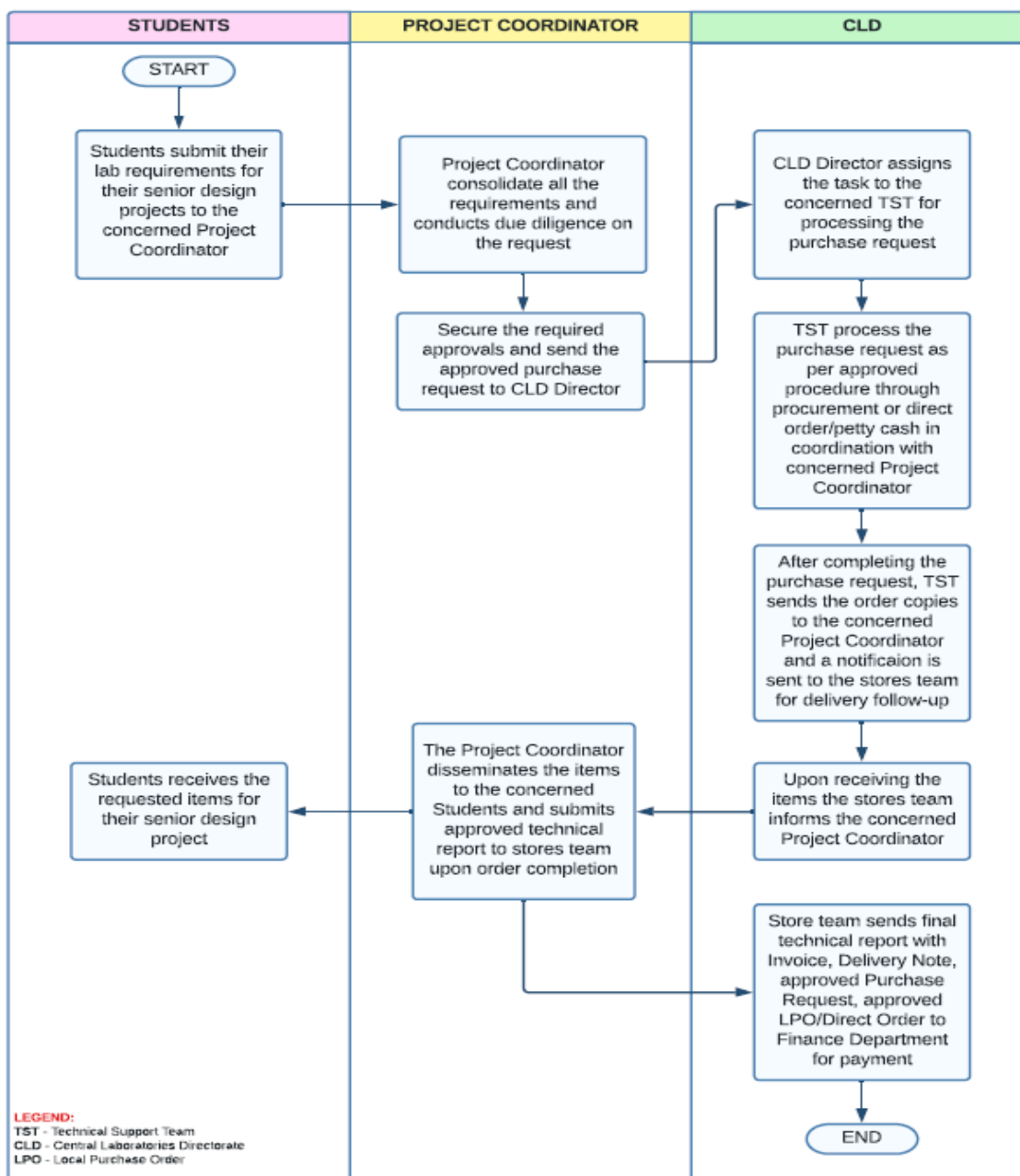
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Appendix 2



إدارة المختبرات المركزية
CENTRAL LABORATORIES
DIRECTORATE

Lab Purchase For Senior Design Projects (Process Flow)



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Appendix 3



 جامعة الشارقة
 UNIVERSITY OF SHARJAH



 إدارة المختبرات المركزية
 CENTRAL LABORATORIES
 DIRECTORATE

Lab Purchase for Graduate Research Funding (Process Flow)

