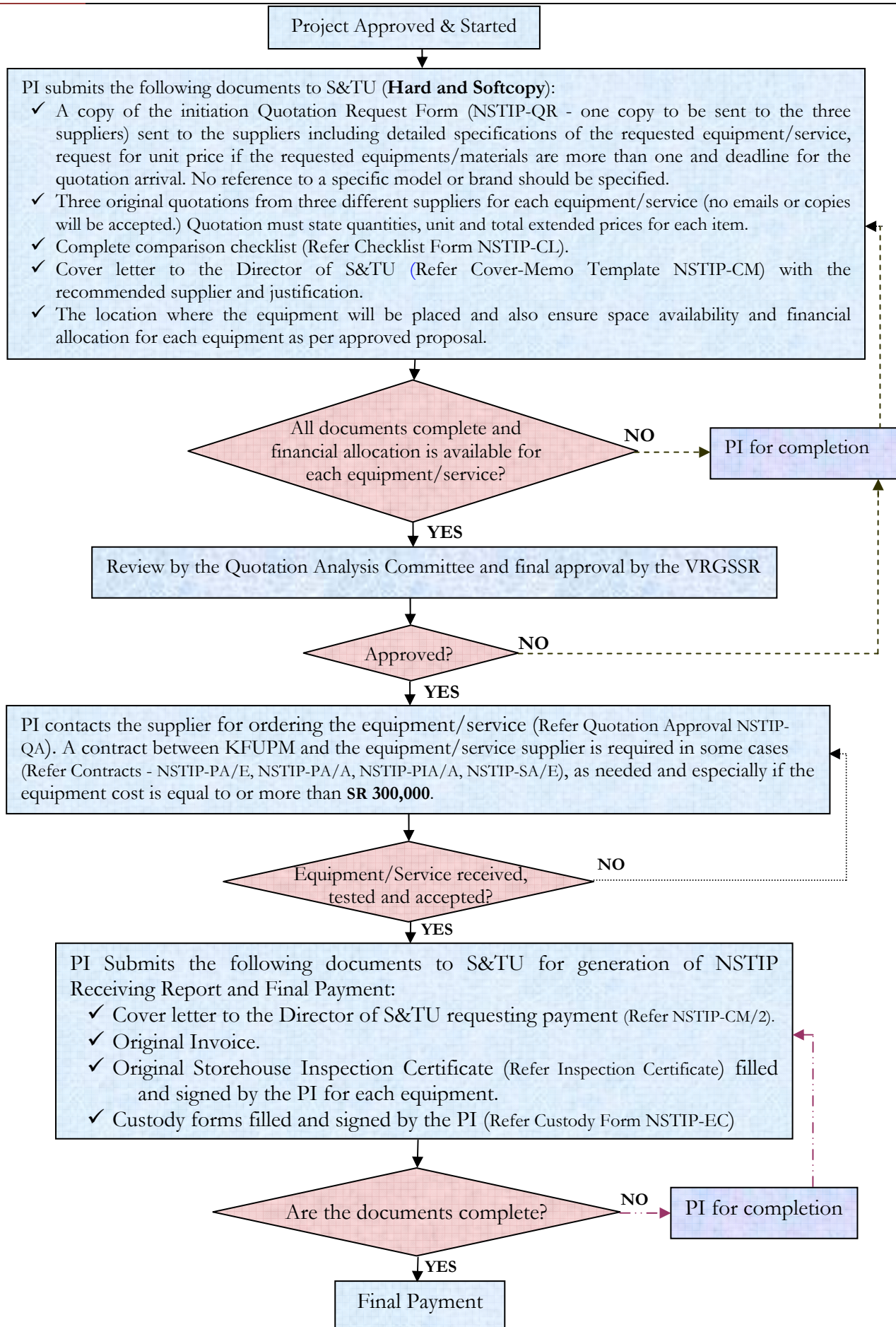




# KING FAHD UNIVERSITY OF PETROLEUM & MINERALS

## SCIENCE AND TECHNOLOGY UNIT

### RESEARCH EQUIPMENT PURCHASING PROCEDURE





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- PI submits the following documents to S&TU (**Hard and Softcopy**):
  - A copy of the initiation (Quotation Request Form NSTIP-QR) sent to the suppliers including detailed specifications of the requested equipment/service, request for unit price if the requested equipments/materials includes are more than one item and deadline for the quotation arrival. No reference to a specific model or brand should be specified. The PI should prepare one NSIP-QR form for all the suppliers.
  - Three original quotations from three different suppliers for each equipment/service (No emails or copies will be accepted)
  - Complete comparison checklist comparing the different suppliers in terms of specifications, warranty, maintenance, payment terms, etc. (Refer Checklist Form NSTIP-CL).
  - Cover letter to the Director of S&TU (Refer Cover-Memo Template NSTIP-CM) with recommended supplier and justification
  - The location where the equipment will be placed and also ensure space availability and financial allocation for each equipment as per the approved proposal.
- NSTIP office will verify all the documents and will forward the purchase request to the Quotation Analysis Committee if all the required documents are submitted.
- Once approved by the Quotation Analysis Committee and the Vice Rector for Graduate Studies and Scientific Research (VRGSSR), a memo will be sent to the Principle Investigator to initiate the purchase order with the approved supplier using the following NSTIP template (Refer Quotation Approval NSTIP-QA).
- A contract between KFUPM and the equipment/service supplier is required in some cases (Refer Contracts - NSTIP-PA/E, NSTIP-PA/A, NSTIP-PIA/A, NSTIP-SA/E), and especially if the equipment cost is equal to or more than THREE HUNDRED THOUSAND SAUDI RYALS (SR 300,000).
- Once the equipment is received, installed, tested and commissioned or the service is completed and accepted, the PI should verify the specifications as per approved quotation submit the following to the S&TU
  - Cover letter to the Director of S&TU requesting payment (Refer NSTIP-CM/2).
  - Original Invoice.
  - Original Storehouse Inspection Certificate (Refer Inspection Certificate) filled and signed by the PI for each equipment.
  - Custody forms filled and signed by the PI (Refer custody forms NSTIP-EC1 and NSTIP-EC2)
- S&TU will contact the store house to issue a Receiving Report and a tag number for the equipment(s).
- Once received, the S&T Unit will initiate payment procedures for the supplier.

#### **Special Notes to be considered when buying from foreign suppliers:**

- ❖ Kindly make sure that all prices are Cost, Insurance and Freight (CIF) DAMMAM. CIF indicates that seller must pay the costs and freight to bring the goods to the port of destination. In addition, the seller must procure and pay for insurance for the buyer. Maritime transport only.
- ❖ Make sure that you have extra budget for your equipment to cover customs (approximately 5% of equipment value.)
- ❖ Note that KFUPM will not transfer any advanced payment to any foreign supplier, however, a letter of credit (LC) can be issued for the supplier