

## **Regulations of Procurement Department**

Approved by the joint resolution of the Academic Council and  
the Representative Council (Senate) dated June 30, 2021 #01-05-17/06

Georgia, Tbilisi

Georgian Technical University

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## **Regulations of Procurement Department of LEPL Georgian Technical University**

### **Article 1. General Provisions**

1. These regulations determines the legal status, structure, authority, accountability of the Procurement Department (hereinafter referred to as the Department) of the Georgian Technical University and regulates other issues related to the Department's activities.
2. The goal of the Department is to efficiently and effectively manage the procurement process of Georgian Technical University.
3. The Department is a structural unit of the Georgian Technical University (hereinafter - the University), which conducts its activities in accordance with the current legislation of Georgia.
4. The Department is accountable to the rector and the head of administration (chancellor), who supervise it in accordance with the law.

### **Article 2. Functions of the Department**

1. The main functions and tasks of the Department are:
  - 1.1. Preparation of tender documents for the production of electronic tender works and submission to the Tender Commission for approval;
  - 1.2. Announcing an electronic tender through the unified electronic procurement system, preparing a draft of the contract on state procurement to be signed with the bidder who won the tender, agreeing on the terms specified in the contract with the supplier, placing the contract in the unified electronic system after signing;
  - 1.3. In case of using the prepayment mechanism, organizing the presentation of the guarantee letter from the supplier;
  - 1.4. Ensuring payment of fees for publication of tender announcements and documentation through the unified electronic system of state procurement;
  - 1.5. Analysis of the information presented on state procurement, selection of the appropriate classifier code (CPV) for each procurement object (goods, services, work), determination of the uniformity of the procurement object according to the selected code, selection of means of procurement based on monetary limits;
  - 1.6. Preparation of the state procurement plan to be implemented during the year according to each source of financing in accordance with the rules established by the legislation and submission to the agency through the unified electronic procurement system in the established terms through the relevant module;
  - 1.7. According to the need (on the basis of service cards submitted by structural units) making appropriate adjustments to the already prepared annual state procurement plan;

- 1.8. Implementation of competition and consolidated tender procedures in accordance with the requirements of the applicable legislation;
- 1.9. In case of the need for immediate purchase, in accordance with the requirements of the legislation, the agreement on the issue of the purchase in the mode of urgent necessity with the LEPL State Procurement Agency;
- 1.10. Holding negotiations with a potential supplier in order to conclude a contract on state procurement through simplified procurement, competition and consolidated tender, in order to clarify the terms of the contract, preparing a contract on state procurement;
- 1.11. Uploading each contract signed by the University through simplified procurement, consolidated tender and competition in the relevant module of the unified electronic procurement system in accordance with the requirements established by the current legislation;
- 1.12. Obtaining appropriate information from the Finance Department regarding the cash payments made to various suppliers, based on the analysis of the said information through the relevant module of the unified electronic procurement system, submitting information to the LEPL State Procurement Agency within the time limits established by the law about the status of the actual payments of the value of the
- 1.13. Identifying, assessing, managing risks related to the University's procurement process, and planning and implementing appropriate risk mitigation measures;
- 1.14. Responding to correspondence received in the Department within the scope of competence;
- 1.15. Implementation of other powers defined by the legal acts of the University

### **Article 3. Management and Employees of the Department**

1. The Department is headed by the head of the Department, who is appointed and dismissed by the rector of the University.
2. The head of the Department is accountable to the University rector and the head of administration (chancellor).
3. Head of the Department:
  - a) presents long-term and short-term tasks to the Department, directs and controls work plans to achieve the set tasks, is responsible for their implementation;
  - b) states the position of the Department on the issues on which the rector of the University makes a decision;
  - c) is responsible for the evaluation, encouragement, development, motivation, initiation of disciplinary measures of the employees of the Department under his/her authority, agrees and/or determines the deadlines for the work to be performed by the Department;
  - d) organizes and controls the activities of the Department, regulates and solves professional and organizational problems that are of particular importance for the effective work of the Department;

- e) agrees and is responsible for the functions, procedures, conclusions, reports and various acts performed by the Department;
- f) signs and stamps the documents prepared in the Department;
- g) submits proposals to the University management in order to optimize the Department's structure and staffing schedule;
- h) petitions for the allocation of funds, equipment and inventory, which are required to fulfill the tasks of the Department;
- i) controls the observance of internal regulations by the employees of the Department;
- j) is responsible for the performance of tasks and functions assigned to the Department;
- k) carries out the study and analysis of the changes implemented in the legal framework in the field of procurement and, as necessary, sharing the said information with the employees of the Department.
- l) coordinates the relationship between the LEPL State Procurement Agency and the Georgian Technical University;
- n) exercises other powers defined by the University's legal acts.

4. The deputy head of the Department, within the scope of his/her competence:

- a) participates in the prioritization of tasks to be performed by the Department;
- b) controls and facilitates the process of achieving the tasks set for the Department;
- c) as necessary, conducts high-level communication, preparatory meetings, negotiations with various organizations on the instructions of the immediate superior and/or within the scope of the authority granted to him/her by the relevant legal act;
- d) gives advice and recommendations to the employees of the Department in order to improve and develop the quality of work;
- e) participates or himself/herself organizes and controls the activities of the Department and relevant Departments, regulates and solves professional and organizational problems that are of particular importance for the effective work of the Department;
- f) assists the head of the Department in the process of carrying out the functions and duties defined for him/her, fulfills the duties of the head of the Department in case of his/her absence or impossibility to perform his/her duties.
- g) performs other functions related to the procurement process of the University on the instructions of the head of the Department.

5. In the absence of the head of the Department, his/herr duties are performed by the deputy head of the Department or an authorized person determined by the order of the rector, with compensation of the appropriate salary difference.

6. The staff number and ranking of the Department is determined in accordance with the structure and staff list approved by the Representative Council (Senate) of the University.
7. The University rector appoints and dismisses employees of the Department.
8. The rights and duties of the employees of the Department are determined by these regulations, job descriptions, internal legal acts of the University and the current legislation of Georgia.

**Article 4. Final Provisions**

1. The regulations enter into force from the moment of their approval by the Representative Council (Senate) of the University.
2. The regulations become invalid in case of approval of new regulations and/or liquidation of the Department