

Provision of Procurement Service of Shota Meskhia State Teaching University of Zugdidi

Article 1. General Provisions

1. Procurement Service (hereinafter referred to as – Service) of Shota Meskhia State Teaching University of Zugdidi represents the structural unit, that provides the implementation of state procurement services for Teaching University and it's structural units
2. The Service is established in accordance with the Law of Georgia on Higher Education, the Statute of the Teaching University, the Law of Georgia on State Procurement, other normative acts and the present Regulation.

Article 2. The Objective of Service

1. **The purpose of the service is to support the rational expenditure of the funds and the funds of Teaching Univerisity intended for other state procurements, to protect the legality of procurement procedures, ensure fair and non-discriminatory approaches to participants in state procurement, to develop fair competition and increase the transparency of this process.**
2. **In the course of its functions, the Service represents the University of Teaching.**

Article 3. Tasks of Service

1. The Tasks of the Service are the following:

- A) State procurement of goods, services, and construction work under the presented annual requirements, as presented by the structural units of the Teaching University, in accordance with the requirements of the legislation regulating public procurement.
- B) Methodical management of state procurement;
- C) Ensuring compliance of individual-legal acts and signed documents issued by the university, in the process of state procurement in the process of preparation and implementation of state procurement, with the requirements of the regulatory legislation of public procurement.
- D) Facilitate the growth of state procurement efficiency;
- E) Facilitate publicity and transparency of the state procurement

Article 4. Functions of the Service

1. The Functions of the Service are the following:

- A) Establish an annual plan of state procurement based on the annual requirements provided by the structural units of the university. Making amendments to this plan if necessary.
- B) Selection of procurement means and preparation of contracts according to demand.
- C) Drafting of documents, preparation of procurement procedures, fulfillment of functions of the tender commission staff and technical support for conducting tender procedures related to selected means, as stipulated by the legislation;
- D) Registration and keeping of state procurement agreements concluded by the Teaching University;
- E) Preparation and submission of reports applicable to the field state procurement as stipulated by the legislation and submission to the State Procurement Agency;
- F) Organize the review of the complaints in the course of implementation of state procurement and adoption of decisions made due to reviewing the claim and/or preparation of projects, within the authority of the Service and in accordance with the legislation regulating state procurement;
- G) Attend the sessions of the complaints, related to the procurements in State Procurement Agency, submitted to the Board of Disputes Review and participate in the sessions to protect the interests of the Teaching University.
- H) Other functions imposed by the legislation.

Article 5. Structure of the Service and Structural Subdivisions

1. The staff schedule of the service shall be determined by the staff list of the Teaching University.
2. The Service shall consist of the Head of Service and the Coordinator of the Procurement.

Article 6. Head of Service

1. The Procurement Service is headed by the Head of the Service, who is appointed and dismissed by the Rector on the basis of the recommendation of the Head of Administration.

2. The Head of Service:

A) Supervises and manages the activities of the Service and is responsible for the implementation of the tasks and performance of the functions.

B) Organize and plan the activity of the service.

C) Signs the documents that belong to the competence of the Service.

D) Organizes reviewing the proposals, applications, and complaints of citizens (related to procurement).

E) perform other rights and obligations under the applicable legislation.

F) Implementing the State Procurement Procedure during the year in accordance with the applicable legislation - selecting the means of procurement and the drafting the documents, considered by the relevant legislation, of selecting means (in compliance with the presented requirements), preparing the procurement procedures, participating in the activities of Tender Committee and providing technical support of tender procedures, receiving, issuing and registering the tender documentation

G) preparation of state procurement agreements;

H) Registration of contracts and other documents concluded as a result of State procurement;

I) Maintaining protocols and other documents of the tender committee ;

J) preparation of the materials of implementation through the simplified procurement of state procurement;

K) Preparing the Agreement Act and/or Decisions within the competence of the Service in relation to the changes to the terms of the contract on state procurement;

L) is responsible for state procurement carried out in the university and compliance with the applicable law of procurement.

3. The Head of the Service is accountable to the Rector and the Head of Administration.

4. In case of absence of the Head of the Service, Procurement Coordinator performs his/her duties as a result of the Rector's Act

5. The Head of the Service shall:

A) Conduct activities in accordance with the applicable legislation, obligations and legal acts of the Teaching University.

- B) Perform official functions defined by the description of the relevant provisions and job descriptions.
- C) Protect the internal regulations of the service and take care of the assets of the department.

Article 7. Procurement Coordinator

1. Procurement Coordinator shall:
 2. a) Enacts and signs an inspection act for the procurement of goods, services and performed work by the supplier.
3. Purchase coordinator shall coordinate procurement. Prepares tender proposals and documents and is responsible for the full protection of the fulfillment of obligations defined by this regulation.
 3. Prepare the relevant documents related to the procurement upon the request of Rector, the Head of the Administration, and the Head of the Service.
 4. Acts on behalf of the Teaching University in accordance with the present provision, within the applicable law and the duties imposed by it.
 5. Is accountable to the Head of the administration, Rector, and Head of Service.

Article 8. Other Rights and Duties

1. The Head of Service / Coordinator shall:

- A) follow the internal regulations of the university and disciplinary norms;
- B) Take care of the university's academic and business reputation;
- C) Take care of the documentation (not to allow their loss / damage);
- D) to protect the confidential information available at his/her disposal;
- E) Provide timely information to the Rector and Head of Administration or Structural Entities;
- F) Provide proper and qualified consultation;
- G) Engage in other university activities, organizational activities other than the activities stipulated by the position;
- H) Create a positive environment, follow the principle of ethics, collegiality and subordination;
- I) Take care of university activities on the daily basis;
- J) Present monthly, annual reports, service action plan within the accountability defined by the Statute;

- K) To cooperate with the Head of the Quality Assurance Office of the University in the process of drawing up the research (self-assessment / evaluation / satisfaction survey) and questionnaire in order to make effective use of quality assurance mechanisms in the management process;
- L) Perform other tasks of the Rector and the Head of administration, which does not contradict the applicable legislation;
- M) to cooperate and provide appropriate assistance to the Head of Internal Audit Service, in the process of internal audit inspection, assessment of financial management and control system within the competence.
- N) Participate in identifying job risks and cooperate with the Head of the administration as a crucial role in the key university education institution in carrying out the continuity plan of business processes.
- O) Take part in the formation of the budget in cooperation with the Head of the administration within its competence. Request the essential resources from the Head of Administration for the purpose of implementation/improvement of official duties.
- P) is responsible for the fulfillment of the functions defined by the Statute in compliance with the legislation.

Article 9. Approval and Amending of the Service Provision

Approval of the provisions of the Service, making additions and amendments shall be carried out by the Representative Council in accordance with the applicable legislation.