



Warehouse Management

Procedures Guide in the central warehouse management

All warehouse processes are automatically done by warehouse program according to rules and procedures of government warehouses.

- **Receiving supplies:**

Items shall be received from suppliers according to approvals as follows:

- 1) Receive items from supplier in receipt site and form no. (1) temporary receipt notice of items under examination was prepared.
- 2) Examine the supplied items by examination committee and prepare minute to be signed by members.
- 3) Prepare memorandum of receipt form (no.2) included items which is compliance with specifications according to approval, therefore items shall be transferred to the warehouse (according to kind of items) and added as a balance in item card.
- 4) Model forms shall be distributed to the relevant department.

- **Distributing order:**

- 1) Bodies shall automatically order items by warehouses program.
- 2) Order shall be approved by the requesting party official, and then it shall automatically be transferred to inventory control management to specify quantities.
- 3) Order shall be approved by the authorized person (director-general of administrative and financial affairs).
- 4) Order shall be transferred, after approval, to warehouse to be prepared and distributed by form of material distributing request no. (7).

- **Returns:**

*in case of returned items, the following shall be followed:

- 1) Returned items shall be recorded on the program.
- 2) Form no. (9) return document shall be printed.
- 3) Returned items shall be calculated and inspected by returns committee which shall decide to be distributed, gifted or sold.
- 4) Warehouse keeper shall implement the committee recommendations by filling in the form no. (10)"distributing returned items" for items which shall be distributed or gifted and transferring items which shall be sold to valuation and sale committees.

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Governmental Tenders and Procurement Law
Issued by Royal Decree No. (M/58)
Date 04/09/1427 A.H
And Corresponding Articles of Executive Regulation of Governmental Procurement

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Basic Principles

| Article No. | Governmental Procurement Law | Article No. | Executive Regulation of Governmental Procurement |
|-------------|--|-------------|--|
| (1) | <p>Article One of Law: This law shall aim to:</p> <p>A. Organize procedures of tenders and procurement which is done by governmental entities and prevent them from being effected by personal interests to protect public money.</p> <p>B. Achieve maximum economic efficiency to obtain governmental procurement and carry out projects thereof by fair competitive prices.</p> <p>C. Promote integrity and competition and provide fair for undertakers and contractors to achieve the principle of equal opportunities</p> | (12) | <p style="text-align: center;">Regulation Chapter II (Requirements shall be met by bidders)</p> <p>Article Twelve of Regulation: A. Those who desire to deal with the governmental entities shall have the following documents and licenses:</p> <p>1-Commercial register or regulatory license in the field of business he submitted to. 2-Classification certificate in the field of business submitted to if offer value shall be required classification according to stated provisions in (contractors classification) law. 3-Zakat or Tax clearance certificate. 4-Certificate from the General Organization for Social Insurance of recording facility in the Organization and paying the insurance rights. 5-Registration certificate from the Chamber of Commerce. 6-Investment license if the competed is licensed according to (Foreign Investment) Law. 7- Certificate of achieving the legal percentage of Saudization.</p> <p>B. Documents and licenses referred to in paragraph (A) of this Article shall be valid.</p> |
| (2) | <p>Article Two of Law: Governmental entities shall, upon performing tender and providing procurement thereof, deal with individuals, organizations and companies licensed to practice work according to applicable laws and regulations.</p> | | |

| Article No. | Governmental Procurement Law | Article No. | Executive Regulation of Governmental Procurement |
|-------------|------------------------------|-------------|---|
| | | (13) | <p>Article thirteen of Regulation: Individuals referred to hereinafter may not be dealt with according to provisions of Law and this Regulation:</p> <ol style="list-style-type: none">1. Government employees, with the exception of:<ol style="list-style-type: none">A. Non-Business works if such employees are authorized to practice.B. purchase books written by such employees directly, from publishers, or from libraries.C. Assigned to works of art, purchase right of literary and artistic property or books thereof.d. Engage in auctions, if desired items to purchase for personal use thereof.2- imprisoned person for being commit an offense during contracting procedures.3- Individuals who are prevented by laws from being dealt with till they are rehabilitated.4- Bankrupts, individuals who declared bankrupt thereof, individuals who it is proven insolvency thereof or individuals who are under sequestration.5- Companies that have been resolved or liquidated.6- Individuals under the age of eighteen years old.7- Incompetent persons.8- Individuals who are prevented from being dealt with through authorized entities by law or adjudication till the end of period of dealing prevention. |



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| (3) | <p>Article Three of Law: Subject to what stated in the Foreign Investment, all individuals, organizations and companies which desire to deal with government and have requirements qualify them for such dealing shall equally have opportunities.</p> | (1) | <p>Article One of Regulation: Governmental entities shall, before put work up for contract in public tenders or insure procurement thereof, put conditions and technical detailed precise specifications for required businesses through Technical Bureau thereof or assignment of consultant to do that, provided that governmental entities shall avoid reference to type or item, identify trademarks or put specifications only apply on certain brands.</p> |
| | <p>(4) Article Four of Law: Bidders shall be provided with clear, complete and united information about the required work, enabled to obtain such information in a specific time and provided with enough copies from tender documents in order to meet demands of who desire to obtain it.</p> | (3) | <p>Governmental entities shall also not exaggerate in specifications and shall not exceed requirements of the project and appropriation specified thereto and shall assure that consulting offices that put specifications shall comply therewith.</p> <p>Article Three of Regulation: Governmental entities shall update information of projects and business thereof before approval, review the technical specifications, drawings and sketches and make any amendment or correction thereon before put work up for contract in public tenders or insure procurement thereof especially such documents that take a long period of preparation or hardware and software specifications that are being updated continuously.</p> <p>(4) Article Four of Regulation: Governmental entity shall perform soil testing and make necessary borings for implementation projects required that before putting designs, drawings and amount of works.</p> |