

**Executive Council Resolution No. (28) of 2022 Concerning the
Executive Regulation of Law
No. (8) of 2017 on Procurement, Tenders, Auctions, and
Warehouses
for the Government of Sharjah**

We, Sultan bin Mohammed bin Sultan Al Qasimi, Crown Prince, Deputy Ruler, and Chairman of the Executive Council of the Emirate of Sharjah,

- Having reviewed Law No. (2) of 1999 on the establishment of the Executive Council of the Emirate of Sharjah, its internal regulations, and its amendments,
- And Law No. (4) of 2017 concerning the Financial System of the Government of Sharjah and its executive regulation,
- And Law No. (8) of 2017 concerning Procurement, Tenders, Auctions, and Warehouses for the Government of Sharjah,
- And Emiri Decree No. (1) of 1992 concerning the establishment of the Financial Audit Department and its amendments,
- And Emiri Decree No. (28) of 2007 concerning the establishment and organization of the Central Finance Department and its amendments,
- And Executive Council Resolution No. (4) of 2002 regarding the Procurement, Tenders, and Auctions Regulation for the departments, institutions, and bodies of the Government of Sharjah,
- And based on the presentation of the Chairman of the Central Finance Department, the approval of the Executive Council, and for the public interest,

We have issued the following resolution:

Article (1) Definitions

In the application of the provisions of this Resolution, the following words and phrases shall have the meanings assigned to each of them, unless the context otherwise requires:

The State: The United Arab Emirates.

The Emirate: The Emirate of Sharjah.

The Ruler: The Ruler of the Emirate.

The Government: The Government of the Emirate.

The Council: The Executive Council of the Emirate.

The Department: The Central Finance Department in the Emirate.

The Law: Law No. (8) of 2017 concerning Procurement, Tenders, Auctions, and Warehouses for the Government of Sharjah.

Government Entities: Government departments, authorities, and institutions and the like which aim to provide a public service and whose operational and capital budgets are funded from the public treasury of the Government or are attached to or independent of it and do not operate on a commercial basis.

Independent Entities: Financially and administratively independent government authorities and institutions that fund their operational and capital operations from their own resources and operate on a commercial basis.

The Head: The head of the government entity, the chairman of its board of directors, or their representative who exercises their powers under the laws and regulations relating to that entity.

Procurement Organizational Unit: The administrative or organizational unit that carries out the procurement activities, responsibilities, and procedures at the government entity.

Fiscal Year: The Government's fiscal year is twelve months, beginning on the first of January of each year and ending on December 31 of the same year.

General Budget: The estimated financial plan for revenues and expenditures of government entities during the upcoming fiscal year, approved by law.

Financial Policies: The principles, procedures, and mechanisms followed by the Government to positively influence the economic and financial activity of the Emirate by determining the volume of public spending, revenues, public debt, taxes, and fees in order to achieve specific economic and social objectives.

Accounting Policies: The set of rules, procedures, principles, standards, and criteria determined by the Department and to be followed by

government entities for processing accounting transactions and preparing financial statements.

Government Resource Management System: The Government Financial System (Takamul), which includes all financial programs necessary for managing government financial resources.

Procurement System: The electronic system that is one of the subsystems of the Government Resource Management System (Takamul), responsible for managing all public procurement operations for government entities by organizing the procedures for purchasing and importing materials, services, or works from suppliers.

Carried-Forward Commitments: Contractual financial obligations that the government entity has entered into and for which purchase orders, work orders, or contracts have been issued but have not been deducted from the current year's budget appropriations. They are listed as a new allocation added to other allocations in the next year's budget and have priority in payment.

Public Procurement: All operations that regulate the procedures for purchasing or importing materials, services, or works from suppliers for the benefit of the Government through one of the methods specified in this Resolution.

Public Tender: A set of administrative and technical procedures announced within or outside the State to provide an opportunity for all suppliers who wish to submit bids to supply the required items under the terms and conditions specified by the government entity, which are announced on the Department's website.

Limited Tender: A set of administrative and technical procedures offered to a limited number of suppliers and contractors registered in the Supplier System or with the government entity, who are pre-selected by the government entity to submit their bids to supply the required items under the terms and conditions specified by the government entity.

Purchase by Practice (Direct Negotiation): A procurement method whereby the purchase of materials and services is carried out by soliciting offers from several sources via fax, electronically, or in a sealed envelope, so that they are compared and the best offer is selected technically and

financially, taking into account the interest of the government entity and achieving the best value for it.

Direct Purchase Order: A procurement method whereby contracting is done by directly approaching a single supplier or contractor without the need to contact several suppliers to solicit offers.

Auction: A method used to sell fixed assets, equipment, and damaged, obsolete, or similar materials, whereby offers are submitted to government entities in envelopes, electronically, or by making offers in a public auction.

Warehouses: The administrative unit in the government entity that carries out the tasks, responsibilities, and procedures for organizing the cycle of materials or items, through their inspection, receipt, storage, disbursement, return, and transfer, and the implementation and control of this cycle.

Supplier: A natural or legal person with whom the government entity contracts or wishes to contract to secure its procurements. It includes the supplier for the purchase and supply of goods, the contractor for the execution and construction of works, and the service provider for providing services of all kinds.

Bidder: The supplier who has met the criteria and requirements stipulated in this Resolution to qualify for participation in procurement procedures.

Auctioneer: A natural or legal person who wishes to purchase fixed assets, equipment, materials, and items held by the government entity that are surplus to its needs or whose operation and utilization have become uneconomical.

Annual Procurement Plan: The early identification of public procurements actually needed by the government entity, prepared by this entity in light of its available resources, and includes all the needs of this entity for the following fiscal year.

Award: A notice of contract award sent by the government entity to the winning bidder, stating acceptance of the submitted bid.

Supplier System: The electronic system that is one of the subsystems of the Government Resource Management System (Takamul) in the Department, responsible for registering suppliers, tracking their data, and evaluating their performance and dealings with government entities.

Request for Information (RFI): A procedure preceding the sending of a request for proposals, carried out by the Procurement Organizational Unit for the purpose of collecting written information about a contracting requirement or supplier capability.

Bid: The price offer submitted by the supplier or bidder to the government entity in response to a request for proposals.

Supplier Classification: A procedure resorted to before awarding and contracting, for the purpose of verifying the eligibility, competence, and ability of the supplier to fulfill their contractual obligations with the government entity.

Contract Administration Officer: An employee of the contracting government entity who represents it in dealing with all matters related to the contract and is authorized on its behalf to deal with the supplier.

Letter of Credit (LC): A written undertaking issued by a bank operating in the State in favor of the supplier at the request of the Department or the government entity, whereby the bank commits to pay a certain amount for a specific period of time, which ends upon the supplier's presentation of documents proving that the supplied goods conform to the instructions and conditions of the credit.

Letter of Guarantee: A written undertaking issued at the request of the supplier by a bank operating in the State in favor of the government entity requesting the purchase, as a guarantee for the fulfillment of its contractual obligations.

Change or Modification Request: A request issued by the contracting government entity or the supplier to change the scope of work. When approved, a change or modification order is issued by agreement between the concerned government entity and the supplier after the request is approved, for the purpose of changing or modifying any of the works, services, goods, prices, quantities, key milestone dates, or delivery deadlines, and it shall be an addendum to the existing contract in accordance with the provisions and procedures referred to in this Resolution.

Certificate of Completion: The certificate issued by the contract administration officer at the government entity which confirms the complete and correct completion of the works or services agreed upon in

the contract and in accordance with the conditions and standards specified in the contract or its annexes.

Work Order: An order issued by the contract administration officer to the supplier for the purpose of providing the government entity with specific services through a valid price agreement, with a specified financial and time ceiling.

Subcontracting: A secondary agreement in which a third party, referred to as the subcontractor, agrees to perform some of the activities or services defined in a main bid. It is agreed upon between the third party and the main supplier when submitting the bid, and its entry into force is contingent upon the award of the bid to the main supplier.

Purchase Requisition: A request directed by one of the organizational units in the government entity to the Procurement Organizational Unit in the same entity, for the purpose of purchasing goods or services or carrying out works.

Quotation: Offers submitted by qualified suppliers to purchase items with standard, specified, and recognized specifications needed by the government entity, or the services or works it requests to be executed, in accordance with the provisions and procedures referred to in this Resolution.

Purchase Order: A written contractual document issued by the Procurement Organizational Unit to the supplier, based on the inputs of the purchase requisition, or through a valid price agreement, for the purpose of specifying the specifications required in the procurement process.

Assignment Order: A written document issued by the Procurement Organizational Unit to the supplier to perform specific services, used to accomplish some simple and non-recurring services and works, the value of which is paid in a single payment upon completion of the work.

Inspection Report: A document prepared by the storekeeper, the inspection and receiving committee, or the competent technical body to document the result of the process of counting and inspecting the materials supplied to the warehouses as a prelude to completing the procedures for their acceptance or rejection.

Maximum Stock Level: The maximum inventory of a particular material or item that a government entity is allowed to keep, such that an inventory increase above this limit can be addressed by changing the required purchase quantities.

Minimum Stock Level: The quantity below which the balance of a particular material or item in any warehouse should not fall under normal circumstances. This quantity is determined to face the risks of supply delays and emergencies in increased disbursement rates, and it may not be drawn from to meet normal or expected usage needs.

Reorder Point: A specific quantity of an item, at which, when the stock balance reaches it, the Warehouses Organizational Unit must issue a material supply request to ensure its receipt before its balance reaches the safety stock level.

Government Assets: All tangible and intangible properties that are under the control of the government department and have current or future economic benefits. The condition is that they are under control and have several characteristics, the most important of which are the authority to use, the authority to restrict use, the authority to dispose of by sale and other means of disposal, and bearing full responsibility for the burdens and risks of ownership. Assets include all real estate, tools, machinery, equipment, vehicles, cash, intellectual property rights, patents, securities such as stocks and bonds and the like, loans provided to individuals and bodies, materials in warehouses, deposits with others, and others.

Fixed Assets: All assets owned by the Government or under its control, in which it has acquired the right as a result of past actual operations or events, which have a specific estimated useful life and are expected to generate future economic benefits.

Article (2) Objectives

This Resolution aims to achieve the following:

1. Regulate and simplify the policies, procedures, and methods of procurement and contracting in government entities, such that these entities ensure the efficiency and effectiveness of the process in which procurements were made.

2. Reduce the costs incurred by government entities, and preserve their funds and assets in accordance with the provisions and procedures referred to in this Resolution.
3. Ensure the existence of an effective procurement system that enables government entities to achieve quality and efficiency in procurement operations within a short period of time.
4. Achieve the highest level of transparency and the highest standards of competition among suppliers.
5. Develop mechanisms for preparing and managing government tenders and work to achieve financial savings in contracting and procurement processes while maintaining the required quality level and specifications.
6. Define the provisions and procedures to be adhered to by government entity employees concerned with procurement and contract administration officers, in line with international best practices.
7. Define the principles that government entities must follow in procurement operations, in accordance with the provisions and procedures referred to in this Resolution.
8. Define the policies and procedures related to the processes of receiving, storing, evaluating, and disbursing materials, as well as reordering, preserving, and controlling them.
9. Work on developing policies, procedures, technologies, and systems for procurement to ensure the improvement of financial and administrative performance efficiency of procurement.

Article (3) Scope of Application

1. The provisions of this Resolution shall apply to the following:
 - a. All procurement operations, supply contracts, execution of works, and provision of services carried out by government entities.
 - b. All operations and procedures for storing materials and items at government entities.
2. Independent entities are exempt from the application of the provisions of this Resolution.
3. The Council may, upon the recommendation of the Department, exempt any government entity from the application of the provisions of this Resolution.

Article (4) Competencies and Powers of the Department

The Department is competent to exercise the following competencies and powers:

1. Supervise public procurement operations in accordance with the provisions of the Law and this Resolution and follow up on their implementation.
2. Issue the necessary regulations, circulars, and guidelines for the implementation of the provisions of this Resolution.
3. Propose financial and accounting policies and procurement policies and present them to the Council for approval.
4. Establish and manage the Government Resource Management System and the Supplier System, and work on its development in line with the strategic directions of the Government.
5. Provide technical and advisory support to government entities to enable them to improve performance, control, and financial efficiency, and to implement the Government Resource Management System.
6. Classify suppliers in coordination with government entities to verify their eligibility, competence, and ability to fulfill their contractual obligations with government entities.
7. Ensure that suppliers dealing with government entities are registered with the Federal Tax Authority, meet the mandatory registration requirement, have documented tax certificates, and continuously update their tax data.
8. Prepare periodic reports on government procurement, and study, analyze, and evaluate its performance indicators.
9. Issue instructions and procedures to be followed by government entities to close accounts related to government procurement in preparation for preparing the final accounts or consolidated financial statements of the Government.
10. Develop the skills of financial and accounting staff in applying the systems, policies, and procedures for procurement in government entities.
11. Any other competencies assigned to the Department by the Ruler or the Council.

Article (5) Obligations of Government Entities

1. All government entities shall adhere to the following:

- a. Implement public procurement operations in accordance with the provisions of this Resolution, and follow all regulations, policies, circulars, and guidelines issued by the Department regarding them.
- b. Use the Financial Resource Management System, the Procurement System, and the Supplier System in all matters related to public procurement operations in accordance with the procedures and controls determined by the Department.
- c. Be keen to attract qualified suppliers and apply the principles of transparency, professional integrity, and equal opportunity among them in public procurement operations to provide a suitable and qualified competitive environment.
- d. Take into account the continuous development of systems and procedures related to the implementation of this Resolution in coordination with the Department.
- e. Prepare the annual procurement plan in accordance with the procedures, circulars, and policies determined by the Department.
- f. Ensure that all suppliers dealing with government entities have documented tax numbers from the Federal Tax Authority and meet the mandatory registration requirement.

2. Employees of government entities shall adhere to the following:

- a. Avoid conflicts of interest, or the possibility of their occurrence, when performing the tasks and duties assigned to them, and not participate in procurement operations through companies or institutions they own, are partners in, or are agents for, they or any of their relatives up to the fourth degree.
- b. Disclose any relationship up to the fourth degree that may link the employee involved in the procurement process to any supplier who has an interest with the government entity for which they work. If such a relationship exists, the concerned employee must recuse themselves from performing the tasks assigned to them in the procurement process.
- c. Refrain from any act that would expose the government entity for which they work to suspicion regarding the integrity of the procurement process.

- d. Not receive, accept, or solicit any gifts, grants, or financial or in-kind benefits from any person dealing with the government entity for which they work.
- e. Exercise impartiality and independence in all procurement operations that are part of their tasks and duties.

Article (6) The Procurement Organizational Unit

The Procurement Organizational Unit shall be responsible for securing and effectively implementing all procurements of the government entity under all circumstances and at all times, and within changing priorities and developments. To achieve this, it shall have the following competencies:

1. Prepare the annual procurement plan, follow up on its implementation and amend it when necessary, and secure procurements for various departments continuously, in accordance with the most suitable specifications, quantities, and best prices.
2. Solicit quotations.
3. Analyze and study the items to be purchased in terms of specifications, quality, prices, and conditions of purchase and delivery, and identify areas for development and work to improve them, in coordination with the requesting organizational unit.
4. Carry out the process of classifying suppliers and evaluating their performance, prepare periodic reports on procurement operations and completed works, and submit them to the competent authority.
5. Negotiate with suppliers after obtaining prior approval from the Tenders and Auctions Committee or senior management.
6. Submit recommendations to the Tenders and Auctions Committee or senior management regarding the imposition of penalties and fines on suppliers or their waiver.
7. Manage the process of preparing and distributing tender documents, their clarifications, and any amendments thereto.
8. Conduct financial analysis of bids upon request, and evaluate and approve requests for quotations in coordination with the requesting organizational unit.
9. Issue purchase orders, assignment orders, and work orders.
10. Prepare contract documents and documentation in coordination with the requesting organizational unit.

11. Follow up on the implementation of contracts, purchase orders, assignment orders, and work orders, in coordination with the final suppliers.
12. Provide support for the contract management process in coordination with the head of the concerned organizational unit.
13. Manage the returns process in coordination with the Warehouses Organizational Unit.
14. Monitor supplier performance regularly, supervise them, and take their comments and suggestions into account for use as a means of improving and developing performance.
15. Register and deregister suppliers in the supplier system and update it according to performance evaluation results, and submit reports and recommendations to the administration responsible for the system for its periodic update.
16. Approve procurement invoices and review service provision invoices and contracting contracts, without prejudice to the approval authority referred to in Articles (7) and (8) of this Resolution.
17. Keep photocopies of bank guarantee letters for bid securities before returning them to unqualified bidders, or to suppliers after successful completion of the supply, execution of works, or provision of services.

Article (7) Authorities in Public Procurement Operations

The approval authorities in public procurement operations shall be as follows:

The Government Entity

1. Selection of suppliers.
2. Determining the award decision.
3. Signing contracts and proposing their termination.
4. Issuing purchase orders for amounts less than AED (100,000).

The Department

1. Issuing purchase orders for amounts of AED (100,000) or more.
2. Approving the termination of contracts based on the proposal of the government entity.

Article (8)

1. The approval authority shall include the following works:
 - a. Purchase orders, contracts for the supply of materials and their amendments, assignment orders, and the like.
 - b. Supply contracts, service contracts, and execution of works and their amendments, excluding water, electricity, telephone, advertising expenses, similar administrative expenses, and other petty cash expenses that fall within the scope of general expenses.
2. The authorities for issuing purchase orders or those delegated to do so shall be within the limits of the amounts shown next to each authority in the following table, and under no circumstances may procurement operations be fragmented for the purpose of violating the specified authorities:

Contracting Method	Head of the Government Entity	Director of Procurement at the Finance Department	Director General of the Central Finance Department	Chairman of the Central Finance Department
Tenders	Less than 100,000	100,000 - less than 500,000	500,000 - less than 1 million	1 million and more
Practices (Direct Negotiation)	Less than 100,000	100,000 - less than 500,000	500,000 - less than 1 million	1 million and more
Direct Order	Less than 100,000	100,000 - less than 500,000	500,000 - less than 1 million	1 million and more
Assignment Order	Less than 100,000	100,000 - less than 500,000	500,000 - less than 1 million	1 million and more

1. The approval authorities specified in the table in item (2) of this Article shall apply to the write-off of assets, fixed assets, equipment, and damaged, obsolete, or similar materials from the records and their sale in public auctions or by any other method after their valuation.

Article (9) Tenders and Auctions Committee

1. A committee called the "Tenders and Auctions Committee" shall be established at each government entity by a decision of its head, consisting of (4) members from the employees of the government entity.
2. The term of the committee shall be (3) years starting from the date of the establishment decision, and it may be reconstituted if the need arises, provided that the same member is not reappointed to the committee unless the head of the government entity decides otherwise according to work requirements.
3. The committee shall meet at the invitation of its chairman whenever the need arises, and its meeting shall not be valid unless attended by a majority of its members. In the absence of the chairman, a substitute member from the Procurement Organizational Unit shall be designated to perform their duties, with the approval of the head of the government entity or their delegate.
4. The decisions of the committee shall be valid by a majority of the votes of those present, and in the event of a tie, the side of the session chairman shall prevail.
5. The committee must involve a representative from the Department in tenders whose value exceeds AED (1,000,000), and they shall have a counted vote.
6. The committee may seek the assistance of any competent employees in the government entity it deems appropriate, without them having a counted vote.

Article (10)

The committee shall manage public procurement operations in the government entity, starting from receiving bids manually in sealed envelopes or through the electronic procurement system or the government entity's website, until the completion of the awarding process to the selected supplier according to the principles and rules specific to each stage of the procurement process. The committee shall, in particular, perform the following:

1. Manage the process of receiving bids in accordance with the principles set out in Article (18) of this Resolution.
2. Analyze the bids and prepare tabulation sheets for these offers.

3. Assign weights to the bids from a technical and financial perspective according to specific criteria, and these bids shall be evaluated and ranked, starting with the bid that received the highest evaluation score, according to the results reached by the committee.
4. Apply the procedures according to the type of procurement method specified in this Resolution.
5. Conduct its tasks in accordance with the principles of transparency and competitiveness in all its operations to ensure obtaining the best supplies for the benefit of the government entity.
6. Present the results of its work to the competent authority in the government entity for the purpose of making appropriate decisions according to the specified level of authority.

Article (11) Annual Procurement Planning

1. All government entities must prepare an annual procurement plan that includes the following:
 - a. A brief description of the procurement items by expenditure category, with a statement of all required materials, services, and works, and their respective classifications.
 - b. The timeline for the delivery plan.
 - c. The estimated financial value of the procurements.
 - d. A reference to the supplier's name, if it is a sole source.
 - e. A reference to the name of the external supplier if the materials are purchased from an external supplier in accordance with the provisions and procedures referred to in this Resolution.
 - f. A statement of the goods or services that can be provided by suppliers supported by funds for small and medium enterprises in the Emirate.
2. Government entities must prepare the annual procurement plan in accordance with the deadlines set for the rules of preparing the general budget and the final account or financial statements specified in Law No. (4) of 2017 referred to above.
3. The requesting organizational unit shall be responsible for preparing a plan of its annual needs for materials, services, and works, and shall provide the Procurement Organizational Unit with this plan within the timeframe specified by the Department.

4. The government entity may amend or cancel its annual procurement plan at any time after obtaining the approval of the Department.
5. The financial appropriation allocated for the procurement process must be available within the activity budget of the requesting organizational unit. If the financial appropriation is not available in the commitment items, the requesting organizational unit shall coordinate with the Financial Affairs Organizational Unit in the government entity to take the necessary measures to provide the financial appropriation required to complete the procurement process.

Article (12) Principles and Rules of Public Procurement

1. Public procurement aims to obtain the expected benefit in exchange for the money paid, which is the balance between the cost of the item and its quality with the expected benefit from it throughout its entire useful life, and its fulfillment of the government entity's requirements.
2. Public procurement operations in government entities are based on the following principles:
 - a. The actual need for the supply of materials and the performance of services and works.
 - b. Economic feasibility studies of projects, prepared in advance by the requesting government entity.
 - c. The availability of the necessary financial appropriations in the budget of the government entity, or any other sources of funding.
3. Not relying solely on the price factor in evaluating bids and evaluating the bid that provides the best value for money.
4. Priority shall be given to the use of standard specifications approved in the State to determine the specifications of the materials to be supplied. If these specifications are not available, the government entity shall follow Gulf or international standards, or standard specifications.
5. It must be ensured in supply contracts that the final product meets all approved quality requirements and standards. Items for maintenance and service contracts shall be specified according to material and time, whenever possible, or according to the work breakdown structure when the items are sub-items, such as consultancy contracts, electronic maintenance contracts, or construction contracts.

Article (13) Procurement Procedures and Supplier Selection

1. The Procurement Organizational Unit shall be the sole body responsible for conducting all correspondence and communications with registered and unregistered suppliers.
2. The requesting organizational unit and suppliers must send all documents and records directly to the Procurement Organizational Unit.
3. With the exception of letters of guarantee, the Procurement Organizational Unit must retain all documents and records related to procurement operations to ensure confidentiality and ease of tracking and auditing procedures.
4. The Procurement Organizational Unit must not accept supplier offers submitted in currencies other than the UAE Dirham, unless the concerned government entity agrees to it.
5. The Procurement Organizational Unit shall maintain the confidentiality of the information contained in the offers that the supplier indicates involves trade secrets or confidential information belonging to them, throughout the supplier classification process.
6. The Procurement Organizational Unit may combine several contracts for different services related to a specific process for the purpose of calculating the total cost of the procurement process or contract.
7. The request for proposals must include sufficient information for suppliers about the requirements for which the tender was issued, and the content must be specific to these requirements.
8. Government entities shall award contracts, purchase orders, and assignment orders to suppliers with legal status.

Article (14) Purchase Requisition

1. The requesting organizational unit must fill out the purchase requisition form for materials, items, or services, which includes all the required and necessary information to execute the procurement process accurately and easily. The Procurement Organizational Unit should be consulted to determine the estimated value of the required materials and items, and any other information that helps determine the procurement method without fragmenting it.
2. The following procedures must be observed when preparing a purchase requisition:

- a. The purchase requisition must be approved by the director of the requesting organizational unit or their delegate.
 - b. Purchase requisitions shall not be fragmented to reduce their value below the financial ceiling of the authorities in public procurement operations specified in Articles (7) and (8) of this Resolution.
 - c. Adherence to the estimated amounts for the materials or services subject to purchase in accordance with the financial rules for commitment and disbursement on the approved budget items.
- 3. Ensure that there are no similar materials or items in the warehouses that can be utilized.
 - 4. The purchase quantity must be in accordance with the need of the requesting organizational unit, in cases where the materials available in the warehouses are insufficient.
 - 5. The Procurement Organizational Unit must issue a Request for Information (RFI) to collect market data in cases where it is difficult to clearly define the scope or requirements of the requesting organizational unit or to arrive at a correct estimate of the cost of the required goods, services, or works, and this shall be in coordination with the management of the requesting organizational unit.
 - 6. The Procurement Organizational Unit, after receiving and verifying the purchase requisition, shall determine the procurement method and contracting means in accordance with the provisions and procedures referred to in this Resolution.

Article (15) Supplier Classification Form

- 1. Suppliers wishing to register in the supplier register for the purpose of participating in any tender, practice, or solicitation of offers must register in the supplier system and submit all data, documents, and records that prove the validity of their data, including the tax certificate issued by the Federal Tax Authority for those who meet the mandatory registration conditions.
- 2. The Procurement and Contracts Department at the Department shall classify the suppliers wishing to register and verify their technical and financial capabilities, so that the classification includes the suitability of the suppliers in terms of financial and economic status, technical capabilities

and expertise they possess, and their commitment to health and safety procedures, environmental requirements, and equality considerations.

3. The Department, in coordination with government entities, shall establish a system for evaluating suppliers for the purpose of their classification according to the following principles:

- a. The supplier's business ethics standards.
- b. Technical and professional capabilities.
- c. Economic and financial position.
- d. The extent of the supplier's commitment to the legislation in force in the State and the Emirate.
- e. The supplier's past performance standards and level of commitment to the standards for implementing obligations and previous experience.