



585980-EPP-1-2017-1-DE-CBHE-JP

EQUIPMENT AND GENERAL PURCHASE COMMITTEE

A) After agreed with all Jordanian partners in the project MediTec, Project No: 585980-EPP-1-2017-1-DE-CBHE-JP an equipment and general purchase committee has been constituted as follows:

1. Prof. Dr. Fahmi Abu Al-Rub, JUST, Chairman
2. Prof. Dr. Walid Salameh, PSUT, Member
3. Prof. Dr. Ahmad Al-Khasawneh, HIJ, Member
4. Dr. Wesam Shihadeh, Yarmouk University, Member
5. Dr. Riyadh Qashi, HTWK, Member

B) Roles & Responsibilities:

The roles and responsibilities of the committee are:

- (1) To analyse quotations provided, and provide recommendation for approval.
- (2) To ensure all documentation is accurately completed.
- (3) To ensure that the supplies/services quoted for comply with what was indented.
- (4) Seek clarification from suppliers/service providers where necessary.
- (5) To request technical input from relevant staff as required.
- (6) In certain contexts, it may be appropriate for some or all members of the committee to be directly involved in the collection of quotations.
- (7) Ensuring proportionality, transparency, accountability and fairness in the procurement process.
- (8) Ensuring all relevant documentation is prepared prior to committee meeting.
- (9) Involvement in the evaluation discussion.
- (9) Ensuring that the Quote Evaluation Form is completed accurately.



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Holding of Meeting: The committee shall meet as circumstances dictate.

The committee shall be operative from the date of this notification.

Ruba Hasan