

Supplies and Tenders Directorate

Tasks:

- 1) Determining the needs of the Center for supplies and equipment in coordination with the relevant authorities.
- 2) Following up procedures for supplying the various needs of the Center.
- 3) Documenting the assets of the warehouses belonging to the Center and keeping an eye on their balances.
- 4) Conducting audits and inventory of warehouses in all administrative units.
- 5) Following up storage of the assets of the warehouses.
- 6) Preparing the technical specifications for devices, equipment, machinery, supplies, and buildings and maintaining them in cooperation with the relevant bodies.
- 7) Providing the machinery, vehicles, equipment, devices, and supplies which the Center needs in its various activities through issuing subsidiary and local bids according to the regulations and directives in force.
- 8) Verifying availability of the allocations and preparing the financial obligations for the bids.
- 9) Following up the procedures of forming the technical purchase, reception, and destruction committees for the various operations.
- 10) Providing the supplies which the Center needs through purchasing them according to the regulations in force.
- 11) Receiving and checking the suppliers' claims that are submitted to the Center for the various projects, checking them, and transferring them to the Financial Affairs Directorate for disbursement according to the rules.
- 12) Following up the good implementation and maintenance guarantees.
- 13) Preparing agreements between contractors and the Center.
- 14) Preparing the annual plan for the execution of the works entrusted to the directorate and following up their implementation.

To this directorate are affiliated the following departments and divisions, which implement the tasks entrusted to it:

- 1) Supplies and Warehouses Department

2) Accounting and Inventory Control Department

3) Tenders and Purchases Department