



THAI BINH PROVINCIAL PEOPLE'S COMMITTEE

**COLLEGE OF MEDICINE**

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**PROCEDURE**

**PLANNING, PROCUREMENT, APPROVAL, AND DISTRIBUTION OF SUPPLIES, CHEMICALS, AND MATERIALS  
LABORATORY EQUIPMENT, OFFICE SUPPLIES**

Encryption : QT03/TCHC

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### **1. PURPOSE:**

This process aims to ensure uniformity in the planning, procurement, approval, and distribution of supplies, chemicals, biological products, animals, laboratory equipment, etc. (collectively referred to as supplies) throughout the school.

### **2. SCOPE OF APPLICATION:**

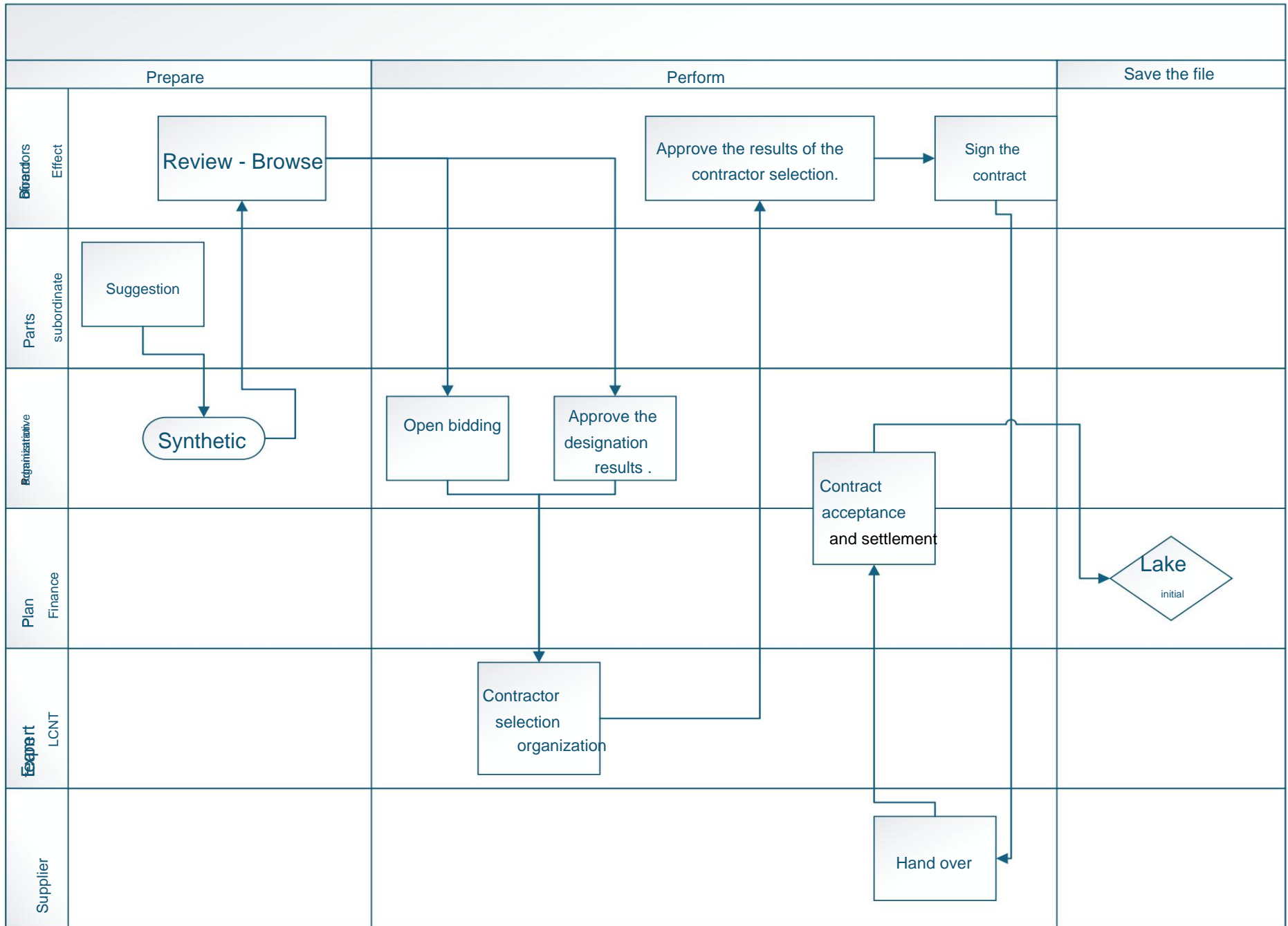
This applies to all units of the school.

### **3. ABBREVIATIONS**

- VT: Materials
- Investment Plan: Bidding Plan
- Decision: Decision
- Request for Proposal/Tender Documents: Request for Proposal/Tender Documents
- Proposal/Bid Document: Proposal/Bid Document
- BBTT: Minutes of the negotiation
- Technical Requirements
- LCNT: contractor selection
- KQLCNT: Results of contractor selection -
- KQCHCT: Results of competitive bidding
- Board of Directors: School Management Board
- P.TCHC: Department of Organization and Administration
- P.KHTC: Planning and Finance Department

### **4. PROCESS CONTENT**

**4.1. Flowchart of the process for forecasting and purchasing supplies, chemicals, organisms, animals, laboratory equipment, etc.**



## Description of the Budgeting **Process** ·

**Flowchart** : Departments and faculties, based on the content of approved practical exercises, establish norms and prepare material budgets for each training program and submit them to the Human Resources Department. Human Resources Department Summarize the school's annual material and equipment needs.

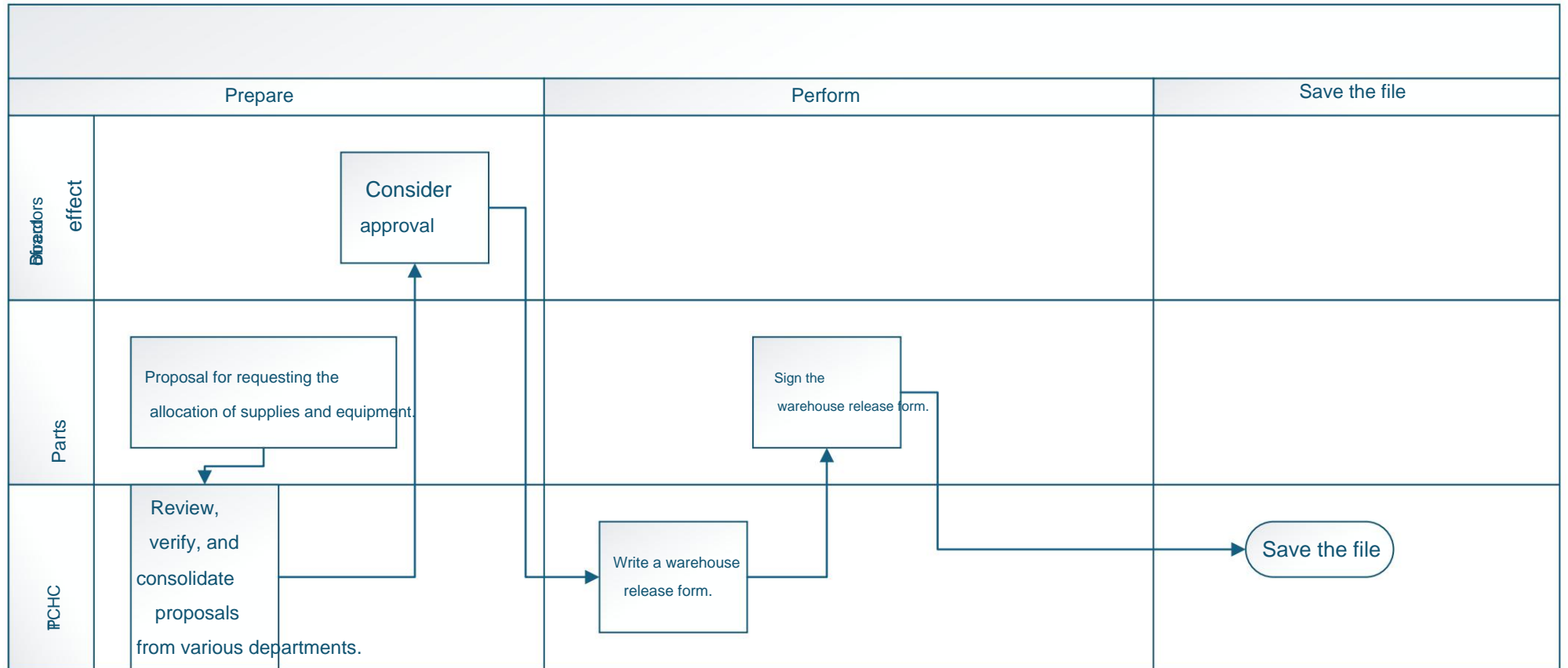
Please approve the procurement plan for supplies: The Personnel and Administration Department divides the project into packages, prepares the budget, submits it to the Board of Directors for approval of the list and technical requirements, and drafts a submission to the Board of Directors requesting approval of the procurement plan. The Board of Directors reviews and issues a decision approving the procurement plan.

Contractor selection process: The Board of Directors issues a decision to establish a contractor selection expert team and an evaluation team. The expert teams perform their tasks according to the Decision on Contractor Selection. Publicly publish the investment plan online, publish the tender invitation in the Ministry of Planning and Investment's newspaper, prepare the tender documents/request for proposals, submit them to the Board of Directors for approval, sell/ issue the tender documents/request for proposals, receive bids/proposals, and collect bid guarantees (if any). The expert team for tender selection opens the bids, evaluates the bids, reports on the evaluation results of the tender selection process/minutes of the selection of the project owner, and negotiates the contract. The appraisal team evaluates the tender selection results. The Human Resources Department submits the results to the Board of Directors for approval. Publicize the tender selection results (publish in newspapers, notify bidders).

Contract signing and implementation: The Human Resources Department acts as the liaison, submitting the contract to the Board of Directors for signing. Contract with the contractor. Contract execution. Delivery, acceptance and handover. VT, Contract Termination.

Keep procurement records at the Human Resources Department and the Planning and Finance Department.

## **5.2. Flowchart of the process for reviewing and distributing supplies, chemicals, organisms, animals, laboratory equipment, etc. (collectively referred to as supplies)**



### **Describe the process flowchart.**

Request for funding: Departments will base their funding on the progress of the training exercises; based on As part of the internship group arrangement, request supplies on the request form and receive them.

Review and approve material allocation: The Personnel and Organization Department reviews and approves the allocation of materials based on the established norms for the practical exercises, recording it in the budget and issuing it. The department's specialist then writes the material allocation slip for the unit.

Faculty members sign the material requisition form and receive the materials from the Human Resources Department. The HR department staff member issues the documents to the department.

### **5.3. Responsibilities of relevant units**

- Leaders and officials of the Personnel and Organization Department are responsible for strictly adhering to the regulations in this procedure.

- Leaders, accountants, and specialists (responsible for procurement of materials) in the Human Resources Department, as well as leaders and lecturers from other departments, are responsible for coordinating the implementation of the regulations in this process.

### **ATTACHED FORMS/INSTRUCTIONS**

No.	File/Form Name 1	Code number
	Procurement Request 2	BM.QT03.TCHC01
	Budget Estimate	BM.QT03.TCHC02
3	Submission for Approval of Budget and Contractor Selection Plan Decision on	BM.QT03.TCHC03
4	Establishment of Price Appraisal Team Budget for Procurement of Equipment for Operation of Thai Binh Medical College	BM.QT03.TCHC04
5	Decision on the establishment of a team to appraise the estimated cost of equipment procurement for operational purposes. Thai Binh Medical College	BM.QT03.TCHC05
6.	Equipment handover and acceptance report	BM.QT03.TCHC06
7.	Equipment Procurement Plan	BM.QT03.TCHC07
8.	Request forms for the allocation of materials.	BM.QT03.TCHC08
9.	Material Request Forms	BM.QT03.TCHC09
10	Warehouse Release Forms	BM.QT03.TCHC10