

Mohamed bin Zayed University of Artificial Intelligence

# Procurement Committee Charter

April 2024

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Version No: 2		Effective Date: 18 June 2025

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APPROVALS		
<b>Initiated by:</b> Committee Chair	<b>Date</b> 17 February 2025	<b>Signature:</b> Email Approval
<b>Approved by:</b> President	<b>Date</b> 18 June 2025	<b>Signature:</b> Email Approval

REVISION CONTROL			
REVISION NO.	DATE	DESCRIPTION	COMMENTS
0	-	Initial version	
1.1	28 February 2023	Updated version	-
1.2	8 May 2023	Membership Update	Approved by the President on 7 May 2023
1.3	02 April 2024	Member Update – added two faculty to the Committee	Approved by the President 05 April 2024
2	17 February 2025	Changes to the complete document	

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## 1. PURPOSE

The Procurement Committee of MBZUAI is established to ensure that procurement activities align with the university's policies, Delegation of Authority, and Standard Operating Procedures (SOPs). The Committee is responsible for endorsing and approving tenders and purchases per the DOA framework while maintaining transparency, accountability, and efficiency in procurement operations.

**Authority:** The Committee shall have the authority to:

- Approve procurement activities within its mandate as per the DOA.
- Endorse procurement decisions for higher-level approvals where necessary.
- Delegate specific responsibilities to the Director of the Procurement and Contracts Department at MBZUAI as deemed appropriate.

## 2. COMPOSITION & VOTING RIGHTS

The Procurement Committee shall be composed of the following members:

Sr. No.	Procurement Committee Composition	Role	Voting Rights
1	Vice President of Corporate Services	Chairperson	Yes
2	Senior Representative from Legal	Member	Yes
3	Head of Budgeting	Member	Yes
4	Representative(s) from the End User (number to be determined by the Chair)	Member/s	Yes
5	Director of Procurement and Contracts	Member	No
6	Committee Secretary	Secretary	No

### 3. MEETING QUORUM & DECISION-MAKING

- 3.1 The Committee shall meet as needed to review and approve procurement matters
- 3.2 The minimum quorum for a meeting shall be two-thirds of voting members attending in person or via teleconference/videoconference (rounded up to the nearest whole number).
- 3.3 Decisions shall be made by majority vote; in the event of a tie, the Chairperson shall have the casting vote.

### 4. RESPONSIBILITIES

The Committee's responsibilities include, but are not limited to:

- 4.1. Ensuring compliance with procurement policies and the DoA Framework.
- 4.2 Assessing risks associated with procurement transactions and recommending mitigation measures.
- 4.3 Ensuring ethical standards and best procurement practices are followed.

### 5. REPORTING & ACCOUNTABILITY

- 5.1. The Committee shall maintain accurate records of its decisions and meetings.
- 5.2. The Committee Secretary shall document and circulate minutes to relevant stakeholders.
- 5.3. The committee shall periodically report on its activities.

### 6. AMENDMENT & REVIEW

- 6.1. This Charter should be reviewed periodically and amended to reflect the best practices and organizational changes. Any proposed adjustments to the Charter will be presented to the President for approval.

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## 7. RELATED DOCUMENTS

Section	Related Document(s)
All	<p>MBZUAI Governance Framework</p> <p>Minutes of Meeting Template</p> <p>Committee Self Evaluation Survey</p> <p>Conflict of Interest Template</p> <p>Decision Form Template</p>