

Supplier Directory

Introduction

To ensure the quality and flow of its projects, services and investments, EPDA pays due attention to ensuring the quality and flow of its projects, services and investments, which necessitates offering a wide variety of bids annually and at the same time, the established values of the Authority impose on it to maintain the highest levels of credibility, institutional reputation, a permanent focus on the continuity of excellence and success, as well as conducting its businesses in an ethical and professional manner that guarantees the highest levels of transparency, objectivity, impartiality and equal opportunity, and within the framework of compliance with all relevant laws and regulations in the Emirate that guarantees the Authority to achieve its goals and strategical objectives.

EPDA launched the Supplier Guide to emphasize the importance of providing an advanced level of services, and based on the regulations, regulations and laws stipulated this guide has been prepared, with our constant concern to support suppliers to ensure the continuous development process according to the needs of the involved authorities regarding the safety of the workflow to ensure benefiting both, the Authority and the suppliers.

Our Strategy

Our Vision

Environmental protection and resource sustainability

Our Message

Innovation and excellence in the awareness and monitoring methods as well as the preparation of regulations based on specialized research programs that contribute to environmental protection and the sustainability of natural resources

Our Corporate Values

- Team work
- Innovation and excellence
- Quality
- Affiliation and empowerment
- Transparency

This guideline is designed to direct all suppliers wishing to deal with the Environmental Protection and Development Authority regarding all procedures followed by the Authority to participate in bids and purchases.

Supplier selection criteria

1. **Geographical location of the supplier:** Preferably dealing with the nearest supplier to ease the communication and understanding with him, in addition to avoiding the risks of shipping and transport, and the rapid response to the changes in size or quality of applications

2. **The financial center of the supplier:** A supplier with strong financial position is less likely to cease its activity, and its ability to provide financial aid, also achieve to fund all required facilities to its required extent,
3. **Technical and technological capability of the supplier:** It is preferable to deal with the supplier who is keen to follow the technical developments and use them in his work field, joint with the supplier, which depends on advanced technological methods, where this resource can innovate the design and manufacture of its products
4. **Quality level:** It is not necessary to choose the supplier that offers the highest quality, but how appropriate it is for the purpose for which it is used, the availability of that level and its impact on the cost of procurement
5. **Supply quantity:** Means the adequacy of the quantity supplied at a time or during the period in which it is supplied
6. **Price:** The lower price is not necessarily the best price, but the price provided by the supplier must be linked to the quantity, quality, service, payment terms and delivery together.
7. **Quality inspection and control systems:** provide advanced systems for inspection and inspection in the supplier's factories, gives the Authority greater confidence and power in terms of the supplier's compliance with the quality standards required, and thus reduce the probability of rejecting orders due to non-conformity to the required specifications
8. **Service, Warranty & Maintenance:** An important criterion in the selection of the source of supply is their willingness to provide certain services such as installation and maintenance, training of workers and their commitment to ensure the continuation of materials or parts purchased within a specified period of time, free replacement, or symbolic compensation for damage or disruption during this period
9. **Reputation or reputation in the market:** reflects the impression of the supplier in the market in terms of its commitment to meet the orders on time, the quality of its products, and good treatment of customers, and the services provided by the financial facilities provided to customers and history in the market
10. **Capacity and efficiency of the staff of the supplier:** This means standing up to the level of training and motivation of the supplier's workforce, which affects the overall performance of his company, as well

as the stability of the relations between the management and the workers. The more stable the relations, the more stable the work will be

11. **Compliance with environmental laws:** The Authority is concerned with evaluating suppliers in accordance with their compliance with environmental protection laws such as non-pollution of the environment, safety of products in use and absence of harmful side effects of such products

Supplier Registration Mechanism

Supplier can perform the registration process through the following steps on the website:

1. Visit EPDA website (<http://epda.rak.ae>)
2. Information Center
3. Supplier registration

Bidding procedures

According to the regulations established by the Government of Ras Al Khaimah, all bids exceeding 50,000 AED must be made through the Central Purchasing and Contracting Department in the Department of Finance.

Payment / supply billing procedures

1. Submit the original invoices and receipts approved and stamped by the concerned department receiving the service and titled it under EPDA's name.
2. Paying suppliers dues within 30 days from the date of receiving the invoice
3. provide receipt - statement of account with supplier receivables, if any

Quotations

1. Pricing required items and services as per the EPDA's request

2. Sending a stamped and approved technical proposal (without prices) and a financial offer to the authority

Supplying procedures


1. Receive the purchase order from the buyer with the required materials or services
2. Compliance with the delivery period specified in the purchase order
3. Supply of materials to the concerned department.
4. The supplier must obtain the signature of the recipient of the materials and take a copy of the delivery voucher
5. Approval of the (invoice - receipt for delivery of materials) from the concerned party
6. Replacement of materials that do not meet the specifications stated in the purchase order during the agreed period

Supplier performance evaluation

The Procurement Committee, in coordination with the requesting department of the product / service, evaluates all approved suppliers registered in the supplier list annually based on the following criteria (at least):

1. Product quality / service provided by the supplier based on specifications
2. Matching specifications
3. Delivery timings
4. Price and discounts
5. Facilities provided and payment

The results of the evaluation are recorded on a supplier evaluation form, and based on this evaluation if the supplier's result is less than 50%, to be informed and asked to correct their situation that caused underperformance. When dealing with it after that, it is re-evaluated directly to measure the



improvement in performance, and if performance continues to decrease, then they are removed from the list of approved suppliers due to recommendations of the Procurement Committee.

Determine supplier needs

The Procurement Committee undertakes questionnaires to measure supplier satisfaction, determine their needs annually, analyze all questionnaires, determine suppliers' needs after collection, and prepare a preventive corrective plan to suit the feedback and link its implementation to entities related to the nature of the correction within a time frame.

Sustainable procurements


Sustainable procurement is defined as the materials that have the greatest possible social, economic and positive environmental impact throughout the life cycle stages that also seeks to mitigate environmental impacts. It is also one of the most powerful tools that any establishment may use in the context of development and sustainability requirements.

Through periodic review and continuous development of the sustainable procurement management system, we are efficient and effective, taking into account governance, competitiveness and transparency in selecting and outsourcing suppliers with an emphasis on choosing the best supplied materials that are compatible with the highest standards of health and environmental safety as well as materials with green components (environmentally friendly) in order to maintain a sustainable environment.

Common questions

What is the mechanism for bidding?





Through the bidding fund in the Central Purchasing and Contracting Department in the Department of Finance.

Where and how are the invoices delivered?

Invoices are delivered to the Financial Resources Department at the Environmental Protection and Development Authority.

Contact information

We are always pleased to listen to your opinions, suggestions or any complaint through the Authority's website www@epda.rak.ae or by calling us on: +971 2 333371 or visit us in our office located in Al Nahda Street in Ras Al Khaimah.

