**MATERIALS REQUISITION COMMITTEE**

Check List for Evaluation

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| **Requested by the Department:** |  |
| **Date the request made:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. #** | **Items in Check List** | **Yes** | **No** |
| 1. | The Department Council has approved the procurement request. (Minutes of the Council meeting are attached)? |  |  |
| 2. | The procurement is for upgrading an existing facility (to do a way with the ageing equipment/ tools or services)? |  |  |
| 3. | The procurement is for enhancing an existing facility (to add new items to the existing facility)? |  |  |
| 4. | The procurement is for building new facility (and the need for it has been checked against the curricula)? |  |  |
| 5. | The items requested are unique; no similar items currently exist elsewhere in the college? |  |  |
| 6. | The items requested are not unique, similar items currently existing elsewhere in the college, but these are needed by the department? |  |  |
| 7. | Appropriate provisions have been made to install the items once these have arrived? |  |  |
| 8. | Price quotations by minimum two vendors have been received? |  |  |
| 9. | The items are locally available? |  |  |
| 10. | The items will arrive from abroad? |  |  |
| 11. | If the items originate outside the country, the prices at sources have been checked and recorded? |  |  |
| 12. | The timescale suggested for procurement is consistent with the vendor’s notes? |  |  |
| 13. | The timescale for procurement meets with the requirements of the department? |  |  |
| 14. | The Industrial Advisory Committee was consulted on the technical merit of the procurement? |  |  |
|  | | | |
| **Recommended for Management Approval** | |  |  |

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| **Signed by:** |  |  |  |  |
|  |  |  |  |  |
| Member, ME |  | Member, EE |  | Member, CHE |
|  |  |  |  |  |
| Member, MIT |  | Member, GS |  | Member, ELC |
|  |  |  |  |  |
|  |  | **Committee Chairman** |  |  |