

Central Procurement and Supplies Unit

Structure, Functions and Responsibilities

To be proactive and efficiently manage the Procurement & Supply of materials, works and services across the Government Healthcare Services while maintaining the highest level of professional ethics and integrity.

The Organization manages the Procurement & Supply process in order to acquire quality materials, works and services at the lowest price; give timely and effective support to insure that the requirements of the Government Healthcare services to the community are met; provide potential suppliers with equal consideration of their products and services; instill public confidence that contracts are awarded in full transparent, equitable and economical manner.

General Description of the Categories of Documents Held

Finance Department

- Financial documents (that is supplier invoice and/or credit notes) relating to the purchase of stock of medicines, medical devices, prosthetics and orthotic materials and special items.
- Financial documents relating to the purchase of supplies and works received from CPSU.
- Financial documents and information relating to stock records.
- Original bank guarantees issued in favour of CPSU.
- Financial documents relating to payments made to suppliers.
- Financial records of CPSU and General Stores Sections staff salaries paid.
- Miscellaneous financial documents relating to revenue earned on behalf of Department of Contracts vis-à-vis tender fee submissions.
- Miscellaneous financial documents relating to objection fees received.
- Creditor statements.
- Other miscellaneous ad hoc reports.

Personnel Section

- Vacation and Sick Leave Cards of Personnel
- Time in Lieu Record Sheets
- Attendance Sheets
- Sick Leave Certificates
- Long Vacation Leave Applications
- Time in Lieu Applications
- Copy of Monthly correspondence sent to Officer in charge ex-Kalaxlokk workers regarding Vacation, Time in Lieu and Sick Leave availed of during month,
- Copy of Attendance Sheets of Cleaners working with Private Company

- Copy of time sheet of Clerks working with Secretarial Services Ltd
- Copy of Correspondence sent to Salaries Section regarding Sick Leave availed of by Pharmacists, Pharmacy Technicians, Health Assistants and Nursing Aide.
- Copy of letter and attendance sheets sent to Salaries Section as regards Overtime worked by CPSU personnel.
- Copies of Administration Personnel's Performance Management Programme (PMP).

Contracts Section

- Copy of Evaluation Reports relating to supply of medicinal products;
- Copies of Contract Agreements and any addendums relating to supplies of medicinals and medical equipment and services provided. Excluding negotiations;
- Monthly statistics relating to tenders/PFI/GGs published and awarded;
- Copies of Objection decisions by the Public Contracts Review board relating to tenders for medicinal products;
- Copies of financial approvals received from Ministry for Finance following call for quotations exceeding €6000.

Procurement Section at CPSU, G'Mangia

- All Dossiers related to procurement (request for tenders/quotations) – hard copies in files and soft copy on p-drive
- All quotations received after requests put through CPSU Web-site – hard copies only in files
- All relevant information is inserted in respective file, namely, Schedule of Samples, Authorisation Sheet (for amounts less than €6,000).
- Evaluation Reports for amounts exceeding €6,000, including technical evaluation sheets and Impartiality Declarations by all Committee members
- All purchasing history of every item purchased through CPSU (manual on cards)
- Schedules of Prices of every purchase on respective closing date and time is made available to bidders at CPSU Reception Area
- Records of all orders placed with bidder.

IT section

- an inventory of all PCs used within CPS including user names etc.
- requests for leasing of PC hardware thru' Information Management Unit
- correspondences (email format) with MITA or Sage suppliers re issues/changes required encountered by users
- publishing of all calls for quotations/tenders through the Electronic Public Procurement system
- issuance of the Out of Stock list on a weekly regular basis.

Responsible Person's Office

- Standard operating procedures for storage and distribution of Medicinal products
- CPSU medicinal products suppliers local and foreign wholesale distributors licenses
- CPSU medicinal products suppliers manufacturer licenses
- Medicinal products quality alerts and recalls
- Unlicensed medicinal products forms and excel list
- Certificated of analysis of Medicinal product
- Excel sheet of all medicinal product's batch numbers received at CPSU and accepted

CPSU Stores

Receiving Section:

- Goods Receiving Vouchers
- Suppliers Invoices

Shipping Section:

- VAT Return Bills
- Air Malta Cargo Bills
- Stevedore bills
- Shipping documents relating to Return to Foreign Suppliers for
 - Damaged goods
 - Unacceptable goods

Documents relating to Good Storage Practice:

- Daily Cleaning
- Pest Control
- Temperature Control of Cold Room and Stores
- Hire of Skips records
- Equipment maintenance records
- Works and services records
- Hire of transport records

Documents related to Good Distribution Practice:

- Bin Cards
- Sage generated invoices with requisitions
- Daily issue reports
- Daily Released Items report
- Monthly Expired items reports

- Unlicensed Items lists
- Cytotoxic List

QA- Section CPSU Stores

- Standard operating procedures for storage and distribution of Medicinal products
- Records of suppliers of medicinal products (including local and foreign wholesale distributors licenses and manufacturing licenses)
- Records of suppliers of medical devices
- Records of stock received of medicinal products, medical devices and food supplements and accepted for distribution by QA
- Records of customers of medicinal products
- Quality defect reports; rapid alerts / notifications received from regulatory authority and recalls of medicinal products, medical devices and food supplements
- Certificate of analysis of medicinal products where applicable
- Technical agreements for out-sourced activities
- Training records
- Temperature records
- Temperature mapping and calibration records
- Inspection records
- MedAlerts issued by CPSU

Contact Details of the CPSU FOI Office

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