TENDER BOARD

Sub-Committee of the Finance, Resources and Risk Committee (2014/0005198)
Constitution last amended: 13.11.2014

FUNCTIONS

1 The Tender Board approves the letting of all tenders and procurement contracts wherever the estimated value exceeds $1,000,000.

2 Without limiting the generality of the above, the Tender Board will –
   (a) compare tenders for any project or purchase (including the appointment of preferred project managers for building projects) in the light of evaluation by the relevant tender assessment panel
   (b) approve the letting of a tender provided that the tender falls within the budget for the project.

3 If the tender recommendation or purchase price recommendation falls outside the budget provisions for the project or purchase, the Tender Board will provide advice and recommendations to the Finance, Resources and Risk Committee for consideration.

MEMBERSHIP

4 The membership of the Tender Board is -
   (a) Vice Chancellor and President, ex officio, as Chairperson
   (b) Chairperson of the Finance, Resources and Risk Committee, ex officio
   (c) one member of the Finance, Resources and Risk Committee - not otherwise a member, appointed by Council
   (d) Vice President (Corporate Services), ex officio
   (e) Chief Financial Officer, Planning and Financial Services, ex officio
   (f) Director, Campus Life, ex officio.

5 The member appointed under section 4(c) will serve for a term of office of two years, up to 31 December of the relevant anniversary year.

MEETINGS

6 The Tender Board will normally conduct its business by flying minute. The Chairperson or any other member of the Board may require the Board to meet physically to consider a particular tender recommendation if they consider this necessary or desirable.

REPORTING

7 The Tender Board will report its activities to each meeting of the Finance and Resources Committee.

SECRETARY

8 The Vice President (Corporate Services) is responsible for appointing a secretary to the Tender Board who has rights of audience and debate.

See also: Section D45.11 Committee Chairpersons and Secretaries