



## CHARTER OF BID EVALUATION COMMITTEES

### 1. NAME

The name of a committee established under this charter is the *Bid Evaluation Committee* (BEC) followed by a qualifier to indicate the procurement process to which it relates.

### 2. STATUS

A Bid Evaluation Committee (BEC) is an independent ad-hoc committee within the supply chain process.

### 3. MISSION AND GOALS

A BEC serves to regulate the bid evaluation process and ensures that procurement in respect of the procurement process to which it relates is **honest, fair, impartial, transparent, cost effective** and in an **accountable manner**.

### 4. ESTABLISHMENT

- 4.1 A BEC shall be appointed before closing date for bids that must be evaluated by the Committee.
- 4.2 The same person may not be a member of the BEC and the Adjudication Committee.
- 4.3 No person other than a member of the BEC or the officials rendering the Secretariat function are allowed to attend a BEC meeting, except if an advisor/specialist is co-opted in respect of a specific bid, as approved.
- 4.4 The members of the BEC must be informed in writing of their appointment to the Committee.
- 4.5 As part of the bid evaluation pack, each member should declare his/her interest in writing pertaining to the specific bid in question.
- 4.6 Should any member declare an interest, which constitutes a conflict, the member must recuse him/herself as a member of the Committee. The Tender Office must then facilitate the appointment of a replacement member to the Committee if the technical capability is compromised.

### 5. COMPOSITION

- 5.1 A dedicated Technical Evaluation Committee comprised of members from the environment for which goods or services are to be procured shall be convened for the evaluation of the bid.
- 5.2 A BEC must be a cross functional team of at least four members and must comprise of at least:
  - 5.2.1 Tender Office Administrator, assigned to the project;
  - 5.2.2 Project Leader, at senior level, from the environment requiring the goods/services;
  - 5.3.3 Official from the environment requiring the goods/services; and

- 5.2.4 End-user representative, where necessary.
- 5.3 The members appointed for this purpose must have sufficient technical expertise and an in-depth understanding of the goods/services. Other considerations include:
  - 5.3.1 Financial expertise representation;
  - 5.3.2 Supply chain management expertise; and
  - 5.3.3 Technical experience regarding the goods and services to be procured.
- 5.4 The Tender Office must fulfil the secretariat function.
- 5.5 The Director: Expenditure serves as the chairperson of the Committee.
- 5.6 For tenders in excess of R15 million, the relevant ELG member must be invited to be a member of the BEC. Should the ELG member not be available to perform such function, he or she may nominate someone to represent him or her on the BEC or shall otherwise provide the necessary oversight and assurance on the project and related recommendation. Should the ELG member serve on the BEC or continues to provide oversight relating to his or her nominee serving on the BEC, the requirement of a separation of duties may require another ELG member to sign off on documents that would afterwards have had to be signed off by the ELG member concerned.

## **6. FUNCTIONS**

- 6.1 A BEC shall evaluate all bids received and must also perform the following functions:
- 6.2 Evaluate offers received within the quotation threshold where requirement is technically complex and/or there are risks involved that warrant this process; and
- 6.3 Evaluate in accordance with the specification for a specific procurement and with the evaluation criteria specified.
- 6.4 A BEC must only evaluate bids in accordance with the criteria specified in the bid documentation: -
  - 6.4.1 Evaluate and ensure legal compliance of all offers/proposals received;
  - 6.4.2 Evaluate each bidder's ability to execute the contract in accordance with the criteria specified in the bid documents; and
  - 6.4.3 Verify the potential conflict of interest of the recommended bidder with the University.
- 6.5 The tender administrator assigned to the project shall lead the committee on the administrative process and the technical evaluation team and/or specialist consultants' team shall present the technical evaluations outcome.
- 6.6 The Chairperson of the BEC or the Project Leader may clarify any uncertainties to the Awarding Committee (PTC or TC). Such members shall not have any voting power on the Tender Committee.
- 6.7 Submit to the Procurement Tender Committee or the Tender Committee a report and recommendations regarding awarding of the bid or any other related matter which should include the result of the compliance assessment.

## **7. FINANCIAL MANAGEMENT**

The BEC:

- 7.1 Functions within the University's financial management policies and procedures.

7.2 Applies the principles of corporate governance with regard to financial management.

## **8. DUTIES OF THE COMMITTEE MEMBERS**

### **8.1 *Duties of the Chairperson***

8.1.1 Ensures that majority vote is reached on all matters that are approved.

8.1.2 Ensures that all the criteria relating to the adjudication of a bid are complied with.

8.1.3 Ensures that a proposal is made to the Bid Adjudication Committee.

### **8.2 *Duties of the Administrators***

8.2.1 Presentation of process followed in Bid invitation.

8.2.2 Keeping of minutes of proceedings.

8.2.3 Ensure that all documentation issued at the meeting be collected and recorded.

8.2.4 Ensure completion of "Declaration of Interest".

8.2.5 Ensure completion of Attendance register.

8.2.6 Ensure completion of Confidentiality registers.

### **8.3 *Duties of the members***

8.3.1 Ensure that all offers as received are assessed in accordance with the pre-disclosed criteria.

8.3.2 Assess the capacity of prospective bidders to perform the services or supply the goods as sought.

8.3.3 Ensure that the required service levels and product standards are complied with.

8.3.4 Ensure that the prospective bidder has the ability to perform, according to the quality specified.

## **9. DECISION MAKING**

9.1 Proposals to the Procurement Tender Committee or Tender Committee are made after a decision is reached by the members.

9.2 Objections, if any, are minuted.

9.3 In the case of a deadlock, the Chairperson shall table a report to the Awarding Committee (Procurement Tender Committee or Tender Committee) where all opinions will be presented to assist them in making a final decision.

## **10. PROCEEDINGS OF MEETINGS**

A record of proceedings of the Evaluation Committee meetings shall be kept at the Tender Office for reference purposes for a period of five years.

## **11. CONFIDENTIALITY**

11.1 All members of the BED including those who provide administrative support are obliged to sign a declaration as part of the attendance list at each meeting.

11.2 By signing, the members declare that:

- All proceedings of the meeting and deliberations shall remain confidential;
- They shall not make any documentation related to the proceedings available;

- They shall not purposefully favor or prejudice anyone; and
- They, nor their close relatives, have any personal material interest.