



CHARTER OF THE PROCUREMENT TENDER COMMITTEE

1. NAME

The name of the committee is the *Procurement Tender Committee*, hereafter referred to as the PTC.

2. STATUS

The PTC, is a sub-committee of the Management Executive Committee appointed to ensure that policy and procedures, as set out in the document "Procurement Services: Purchasing Policy, Tender and Procurement Procedures", are followed in the awarding of purchase requests up to R1 million.

3. MISSION AND GOALS

The PTC serves to ensure that the tender evaluation process and recommendation for awarding within the University of Johannesburg is conducted in an **honest, fair, impartial, transparent, cost effective and accountable manner**.

4. COMPOSITION

- 4.1 The Procurement Tender Committee (PTC) is an independent committee within the supply chain process.
- 4.2 The PTC comprises of:
 - 4.2.1 Executive Director: Expenditure (as Chairperson) or proxy;
 - 4.2.2 Director: Expenditure
 - 4.2.3 Manager: Procurement;
 - 4.2.4 Manager: Supplier Management;
 - 4.2.5 Manager: Tenders or proxy (as Administrators); and
 - 4.2.6 Representative from Financial Governance and Revenue as delegated by the CFO.
- 4.3 The Tender Office shall designate an official to provide Secretarial functions for the Committee.
- 4.4 **A quorum shall consist of 50% +1 of the members of the Committee.**

5. FUNCTIONS

- 5.1 The PTC is established for the awarding of purchase requests of up to R1 million, where all purchases made through a sealed quote process shall be awarded by the Procurement Department.
- 5.2 All tender in excess of R1 million shall be awarded by the Tender Committee.
- 5.3 The PTC shall perform its functions according to the procedures set out in the "Procurement Services: Purchasing Policy, Tender and Procurement Procedures".
- 5.4 The PTC serves to ensure that due process is followed in the awarding of purchase requests as delegated and that all awarding are in line with the set the criteria.
- 5.5 The PTC activities and recommendations are confidential unless the committee discloses information officially.
- 5.6 Depending on the nature of the tender, the PTC may, invite experts or consultants to advise the committee.
- 5.7 The PTC is not obliged to award any tender, or to award a tender to the lowest tenderer.
- 5.8 Where the PTC deviates from the approved tender procedures and policy of the University, the Chairperson shall report such deviation to the Tender Committee for ratification before implementation of the decision.
- 5.9 The PTC shall ensure that a fair and transparent tender process is followed.

6. FINANCIAL MANAGEMENT

The PTC:

- 6.1 Functions within the University's financial management policies and procedures.
- 6.2 Applies the principles of corporate governance with regard to financial management.

7. DUTIES OF THE COMMITTEE MEMBERS

7.1 *Duties of the Chairperson*

- 7.1.1 Ensures that majority vote is reached on all matters that are approved.
- 7.1.2 Ensures that all the criteria relating to the adjudication of a bid are complied with.

7.2 *Duties of the Administrators*

- 7.2.1 Presentation of process followed during the bid evaluation;
- 7.2.2 Keeping of minutes of proceedings;
- 7.2.3 Ensure that all documentation issued at the meeting be collected and recorded;
- 7.2.4 Ensure completion of "Declaration of Interest";
- 7.2.5 Ensure completion of Attendance register.

7.2.6 Ensure completion of Confidentiality

7.3 *Duties of the members*

- 7.3.1 Ensure that all submission for evaluation are assessed in accordance with the pre-disclosed criteria.
- 7.3.2 Assess the capacity of prospective bidders to perform the services or supply the goods as sought.
- 7.3.3 Ensure that the required service levels and product standards are complied with.
- 7.3.4 Ensure that the prospective bidder has the ability to perform, according to the quality specified.

8. DECISION MAKING

- 8.1 The PTC remain liable for awarding of all purchase request up to R1 million.
- 8.2 In the case of a deadlock during evaluation, the Committee shall review the submission and assess all opinions presented to assist in making a final decision.

9. PROCEEDINGS OF MEETINGS

All proceedings of the PTC meetings shall be kept at the Tender Office for reference purposes for a period of five years.

10. CONFIDENTIALITY

- 10.1 All members of the PTC including those who provide administrative support are obliged to sign a declaration as part of the attendance list at each meeting.
- 10.2 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 favour or prejudice anyone;
 - They, nor their close relatives, have any personal material interest.

11. AMENDMENTS

This charter is amended by the Tender Committee – September 2017.