

TENDER COMMITTEE

Terms of Reference:

The Committee shall consider, review and report to Council on:

- approval of the letting of all relevant tenders and procurement contracts with an estimated value exceeding \$500,000;
- comparison of tenders in the light of an evaluation by the Chief Operating Officer and acceptance of a tender on behalf of the University provide that the tender falls within budget;
- statements from the Chief Operating Officer stating the source of additional funds which will be required prior to acceptance of any tenders by the Committee, if such tenders fall outside the budget provision;
- waiving of the requirement for formal tenders to be called for a particular acquisition, in accordance with Council's policies;
- details of all tenders called and let, including the nature of the procurement contract, budget provision, number of tenders received, value of successful tender, name of successful tenderer and, if the successful tenderer was not the lowest tender, the reasons for selection of the tenderer.

¹Tenders below the level of \$500,000 that have been budgeted and are in keeping with the Financial Delegations do not require Tender Committee approval but remain subject to the University's tender evaluation process.

Reports/Makes Recommendations to: University Council

Chaired by: The Chair of the Finance Committee or nominee from the membership of the Finance Committee. In accordance with section 7(4) of the University Act the Chancellor is entitled, if he or she so desires, to preside at any meeting of a committee constituted by Council at which he or she is present.

Membership: Chair of the Finance Committee or nominee
Chancellor *ex-officio*
Vice-Chancellor *ex-officio*
Chief Operating Officer

In attendance:
Secretary to Council or nominee

Gender Representation: The objective will be to ensure that the membership of all committees of Council (of 5 people or more) should include at least two women and two men. Where a committee has fewer than 5 people there will be at least one woman and one man. Where it is necessary for the Chair to co-opt (a) member(s) to meet this objective, the member(s) will be from the Council.

Quorum: A quorum shall consist of a simple majority of members of the Committee.

Term of Office: Elected members will hold office for a two-year period. In the event that an elected member vacates office prior to the conclusion of their term, than an election will be conducted by the Council for a replacement to serve the remainder of the term.

Meetings: The Committee will meet as required. In the event that a formal meeting of the Committee cannot be convened, as a consequence of unavailability of members and/or urgency of a matter for resolution, then, where appropriate and with approval of the Chair of the Committee, resolution will be sought by "flying minute".

Support: The Office of the Secretariat will provide support.