

## **Terms of Reference (TOR) for Tender Committee Member Secretary**

1. This TOR will be applicable to all Procurement Officers in various agencies, position levels ranging from Assistant Procurement Officers to Chief Procurement Officers working in government agencies. However, in absence of a Procurement Officer relevant officials of the agency shall serve as Member Secretary to the Tender Committee.
2. The procurement officers in various agencies shall serve as a Member Secretary to the Tender Committee and shall be signatory to the decision of Tender Committee.
3. The Tender Committee and its Chair shall provide guidance and supervision to the Member Secretary in carrying out their duties and responsibilities.
4. The business of the Tender Committee and all clerical matters arising out of the conduct of Committee Meeting shall be carried out by the Member Secretary.
5. The Member Secretary shall be responsible for following but not limited to:
  - i. Prepare the agenda of tender meetings, procurement grievances resolution meetings, contractual dispute resolution meetings, etc in close coordination with committee chairperson;
  - ii. Inform the members of the Committee on venue, time and agenda of the meetings;

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- iii. Invite suppliers or other persons that are being expected to participate in the meeting;
- iv. Gather information for the Committee's uses which should be concise and provided timely.
- v. Take care of all logistics for the Committee meetings viz., preparing meeting hall, equipments, documents, refreshments, etc; Terms of Reference (ToR) for Tender Committee Member Secretary July, 2019
- vi. Draw up minutes of the meetings & its distribution, maintain up-to-date record and decisions of the meetings & information sharing, follow-up, etc.
- vii. Monitor and follow up on the implementation of decision of the Committee;
- viii. Advise the Committee on the interpretations of Procurement rules & regulations & its related documents;

**For further information contact:**

*Government Procurement & Property Management Division  
Department of National Properties  
Ministry of Finance  
Royal Government of Bhutan*