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| The following format may be used to record the proceeding of a procurement committee. The minutes shall be signed by each member of the PC. However, any member may record a dissent. |
| **MINUTES OF THE PROCUREMENT COMMITTEE** |
| Nature of the Procurement Committee | CPC/EPC/PPC/RPC | Name of the Procurement Entity |  |
| Title of Procurement |
| Meeting No: |  | Date |  | Purpose/s |  |
| **Present** |
| Members of the PC Others(Capacity)1. 1.2. 2.3. 3. |
| Main observations made: (The summary of key observations may be outlined here. The details can be attached by making references.) Some essential information that should be listed below are:* + 1. Proceedings of the meeting and comments on follow up action from precious meeting (If any)
		2. Comments (if any) on presence and absence of PC/TEC members;
		3. Comments on entire procurement process
		4. Any special features/methods adopted
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| Summary of the main decisions taken:(The summary of each main decision/s taken should be outlined here. The details can be attached by making references.) Some essential information that should be listed below are:For procurement Time Schedule: Key dates such as issue of documents, closing of bids/proposals; contract award (other details may include in an attachment) For pre-Qualification/Short listing: Statement on agreement or disagreement with TEC recommendation/s: Number of applications received; Names and addresses of the bidders pre-qualified/short listedFor contract Award: Statement on agreement or disagreement with TEC recommendation/s; Name and address of the successful bidder; contract amount (various currencies if applicable)For intermediate decisions: State clearly the direction given to the TEC/PEJustification (if required) for their decision/s the PC wishes to addArgue case- why not give to lowest bidder. |
| Signatures: |
| Name Capacity Agree with the above Signature Decision/s (yes/no) |

**PR 012 - Format for Procurement Committee Meeting**