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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 | | | | | | | | |
| 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 listed  For 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/PE  Justification (if required) for their decision/s the PC wishes to add  Argue 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**