

TBBC Procurement Manual July 2011 - Addendum December 2011

1. All references to Supply Chain Director to be changed to Humanitarian Response Director
2. Section D to be changed as follows:

D. TBBC Procurement Committee:

The Procurement Committee is responsible for:

1. The opening of the Bids
2. Evaluation of Bids and Recommendations

TBBC's Procurement Committee is comprised of TBBC staff from various functional areas who are responsible for, or are involved in the supply procurement, delivery and distribution, contract monitoring, quality control, and grants management. The following are qualified to sit on the committee:

Function	Member	Alternates
Programme Management	Humanitarian Response Director	Deputy Executive Director Programmes Director Emergency Response Director Logistics Manager
Compliance	Finance Director	Grants & Compliance Manager Funding Manager
Procurement	Procurement Manager	Procurement Officer
Field Office (where practical)	Field Coordinator or Emergency Response Director	
Technical (where relevant)	Specialist	

There must be at least three committee members or alternates in attendance for all processes/meetings to be valid. In the meeting to evaluate bids and discuss recommendations, there must be at least one representative from each of Support Management and Procurement functions, and one from either Programme Management or Field Office or Technical functions. Where it is not practical for the Field Coordinator or Specialist to attend the meeting they should be given the opportunity of giving recommendations to Committee Members prior to the meetings. There is no limit to the number of the above qualified staff attending any particular committee meeting.

The role of the committees is to fully represent TBBC and ensure a fair and transparent process of purchasing and tendering. This includes taking part in TBBC's tendering process and competitive purchasing in relation to bid evaluation, vendor selection, and contract award.

All members taking part in meetings to evaluate bids are required to sign a Declaration of Impartiality, Objectivity and Confidentiality. (Appendix 31).