



TENDER POLICY

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1. Purpose

This policy provides a framework that governs the procurement of works, goods and services as per financial delegation limits for tender.

2. Objective

The objective of the Procurement Policy is to ensure that the University gets the best value for money, taking into account whole of life costs. Procurement may take place through tenders, requests for proposals, requests for expressions of interests, or through direct purchase through various means.

3. Definitions

TERM	DEFINITION
Works	Related to Estate and Facilities/ Projects and Infrastructure where the building contractors are engaged either on short or long term basis for the construction of new building's, renovations and refurbishment type of works.
Services	The corrective or preventative maintenance works for the Estate and Facilities/ Projects and Infrastructure, and those long term contracts with service providers predominantly domiciled in where the campuses are located. Some of the services include consultancies, air condition unit services, hygiene and pest control, security services, hire of bus services, campus medical services, grass cutting and other types of contractual services.
Supplies	The supply of goods for the University's long term requirement such as IT equipment, computers, books, laptops, specialized equipment & related consumables, or peripherals. The supplies may also include the short term supplies such as supply of washroom consumables, photocopy papers, stationeries, etc.
Third Party	In this policy, the third party referred to may be sub-contractors, donor agencies with whom the University may engage by way of grant, or as a financier of loan funded projects.
RFT	Request for Tender
RFQ	Request for Quotations
EOI	Expression of the Interest
SLT	Senior Leadership Team

4. Policy

- 4.1. All tenders received shall be treated in confidence. Any documents relating to such tenders shall be treated as confidential information.
- 4.2. In the event that any tender received contains any apparent error, the Procurement Office may seek clarification.
- 4.3. Any tender received which is in any way qualified, shall be rejected, and in the event that none of the tenderers are in full compliance of the tender specifications, the tender would be re-advertised.
- 4.4. Any tender received may be withdrawn by the relevant tenderer before that tender is accepted, but no tender once received may be amended.
- 4.5. Any tender received after the closing date will not be considered.

- 4.6. A tender that does not comply with the specification or conditions stated in the advertisement for such tender shall be considered as an invalid tender.
- 4.7. Where the tender document requires that a tender deposit should accompany any tender submitted and a tender has been received without such a tender deposit, such tender shall not be considered as a valid tender.
- 4.8. The University Tender Board will be made up as follows:
- Chairman- Vice Chancellor (FNU)
 - Secretary – Chief Financial Officer
 - At least two College Deans
 - One Director other than the Chief Financial Officer
 - At least two members of the Council out of the 5 nominated by the FRC
 - One independent member depending on the nature of the expenditure
 - In Attendance- Head of the Department/Unit/Section requesting the purchase.
 - The Quorum for the University Tender Board shall be 50% of membership, including at least one council member or an independent member to be present.
- 4.9. Post-tender negotiations with the successful bidder (i.e. after the tender has been awarded but before the signing of contracts) with a view to improving price, delivery or other tender terms can be entered into, provided:
- i) it would not put other tenderers at a disadvantage
 - ii) It is undertaken in a transparent manner
 - iii) it would not affect their confidence and trust in the University's tendering process.
- 4.10. There should be very minimal variations to the award after the approval of UTB and the variation should be fully justified to the UTB in an information paper.
- 4.10.1. However, where needed, all variations to the approved tenders up to the limit of FJ\$100,000 shall be approved by the Vice Chancellor with information paper to be circulated to the UTB.
- 4.10.2. For variations above FJ\$100,000 limit, the approval paper should be taken to the university tender board for approval

5. Roles and Responsibilities

University Tender Board (UTB) – overall responsibility for the management of University's tender decision.

Vice Chancellor - is the Chair of the University Tender Board and ensures that all the policy and procedures are followed during the tender process and award.

Chief Financial Officer - Oversight, implementation and enforcement of the policy.

Senior Leadership Team - Overall responsibility of the Colleges/Divisions procurement of goods, works and services and to ensure compliance with the policy.

Procurement Office - Implementation, enforcement and compliance to this policy and provide guidance and training to all departments as and when required. Continuous improvement of the policy.

Technical Evaluation Committee Members - Ensure compliance with the policy when participating as TEC member to receive, open evaluate and award the tender/contract.

6. Related documents

This policy serves as the principle guidance for all other specific procurement related policies.

- Procurement Policy
- Scheme of Financial Delegations