



# **TENDER SUB-COMMITTEE AND PROCUREMENT BYELAWS**

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### **Tender Sub-Committee Byelaws**

1. The Tender Sub-Committee may be a formal term of reference to describe an EXCO appointed assessment or evaluation team for the award of contracts in excess of RM5,000 or it may refer to a permanent standing committee appointed by the EXCO. Its purpose is to help ensure the efficient and transparent procurement of resources, products and services in compliance with the Council's Code of Conduct and to advise on or make certain key decisions during a procurement process.
2. The Tender Sub-Committee must be chaired by the Honorary Treasurer and comprise the Executive Director and up to any three (3) other individuals nominated by the Chairman of the EXCO who must be familiar with the subject matter of the contract in question and able to assist with making an objective assessment of that contract and who do not have any conflict of interest. The committee's decisions must be made by a majority of its members.

### **Procurement Byelaws**

3. Expenses in the ordinary course of the Council's business that do not exceed RM5,000 may be incurred at the discretion of the Executive Director and reported to the EXCO at the next EXCO meeting. All arrangements entered into by the Executive Director must be in compliance with the Code of Conduct of the Council.
4. For contracts valued above RM5,000 up to RM50,000, the Tender Sub-Committee may make its own rules and decisions for the determination of the award of the contract and may in its discretion dispense with the requirement for multiple Requests for Proposals (RFPs) in order to facilitate efficient and swift implementation of work and processes, if the committee is satisfied that the award is arm's length and in the best interest of the Council. In these cases its decision may be implemented without further reference to the EXCO but must be reported to the EXCO at its next meeting.
5. Under the Constitution, all expenses in excess of RM50,000 and up to RM200,000, requires the express approval of the EXCO and therefore will be subject to a tender process prescribed by the EXCO. Unless otherwise resolved, this should include the issuance of a Request for Proposal (RFP) to no less than 3 suppliers or contractors that should be assessed by the Tender Sub-Committee constituted in accordance with paragraph 2 above.

6. Where expenses exceed RM200,000 the approval of the Council in General Meeting will be required. Prior to tabling the matter for a resolution, the EXCO must establish a tender or procurement process involving the solicitation of quotations from no less than three (3) suppliers or contractors which must be assessed by the Tender Sub-Committee constituted in accordance with paragraph 2 above.
7. Tender Sub-Committee must present the options and its recommendation to the Council in General Meeting for approval.

END  
July 2024