北京师范大学 香港浸会大学 联合国际学院
BEIJING NORMAL UNIVERSITY · HONG KONG BAPTIST UNIVERSITY
UNITED INTERNATIONAL COLLEGE

Purchasing Management Regulations

(DEC.2024)

Preamble: These regulations are written in one form of two versions in English and Chinese, if both versions of English and Chinese are found inconsistent, the Chinese version should be the basis to follow.

Purchasing Management Regulations

1. Purpose

1.1 The Purchasing Management Regulations is configured around three principles:

1.1.1 Ensure fairness to all those who are capable of providing the goods and services to meet the requirement of the College;

1.1.2 Reduce the chances for possible bribery and corruption; and

1.1.3 Ensure value-for-money procurement for the College.

1.2 The authority to deal with purchasing from the College Council which has delegated such power to the President. The power to set up and revise Purchasing Management Procedure to regulate such activities of the College therefore rests with the President unless the authority is sub-delegated or withdrawn. The Campus Management Committee also exercises the foregoing powers on the basis of authorization from the Senior Executive Committee.

2. Definition of Procurement

Procurement, for the purposes of these Regulations, means the acquisition of goods, construction/engineering or services on a contractual basis for a fee, including purchase, lease, commissioning, hiring, etc.

2.1 **The goods**, are goods in a wide variety of forms and types, including raw materials, fuels, equipment, products, etc.;

2.2 **The works**, are construction works, including new construction, alteration, extension, renovation, demolition and repair of buildings and structures, and also includes work on lines and pipelines, and installation and renovation of equipment.;

2.3 **The services**, are defined as objects of procurement other than goods and construction.;

2.4 **The Supplier**, means the role of a supplier in one or more parts of the procurement process, as determined by the part of the process in which the supplier is involved.;

3. Scope and Coverage

The procedure set out in these Regulations should be followed for procurement of goods, services, construction/engineering works and other items with the exception of the following for which separate procedure shall apply:

3.1 Franchise, concession, leases, licenses and tenancies;

3.2 Procurement of library collections

3.3 Private treaty grants, exchangers, extensions and short-term tenancies;

3.4 Consultancy and professional services；

3.5 Employment of staff；

3.6 Procurement of services from organizations with administrative monopolies, such as public utilities with exclusive operating rights or licenses, and procurement projects for which market enquiries and competitive bidding cannot be conducted;

3.7 Entering into collaborations/joint-venture agreements for academic and/or research works approved by the College, and procurement projects for which market enquiries and competitive bidding cannot be conducted;

3.8 Large-scale construction projects identified by the Campus Development Committee;

3.9 Procurement projects involving travel, catering, various alcoholic beverages and personalized or fragmented non-bulk gifts;

3.10 Items determined by the Campus Management Committee to be eligible for procurement by the requesting department.

For the parts that are not specified in the separate procedures for procurement items meeting the above conditions, the relevant responsible departments shall implement them in accordance with this method. If the relevant management committee entrusts the Procurement Service with the solicitation of the above procurement items, the Procurement Service shall implement them in accordance with these measures.

4. Responsibilities of relevant Departments

4.1 Purchase Requisition department

4.1.1 Timely initiation of procurement requests to meet time requirements for the utilization of goods, works or services, including the renewal of procurement contracts.

4.1.2 Provide compliant, complete, specific, clear and enforceable procurement requirements and a description of the necessity for the procurement.

4.1.3 Ensure that procurement projects are within budget.

4.1.4 Representing the College in the fulfillment of procurement contracts, including but not limited to the acceptance of purchases and the implementation of procurement contracts, especially with regard to the accountability of suppliers for breach of contract.

4.1.5 Provide supplier evaluations based on usage.

4.1.6 Cooperate with procurement work, including but not limited to participation in bid evaluation or verification of quotation documents (if required by the Purchasing Office), on-site inspections of suppliers, visits to professional exhibitions and shopping malls, etc.

4.2 Purchasing Office.

4.2.1 Provide practical and optimal solutions to the purchasing needs of the requesting

department.

4.2.2 Overall organization and management of procurement, including but not limited to procurement implementation rules and process formulation

4.2.3 Ensure that all procurement actions of the College comply with laws and regulations as well as the requirements of these Regulations.

4.2.4 Ensure that procurement requirements meet the requirements of compliance, completeness, specificity, clarity and implementability.

4.2.5 Organization of procurement quotations and tenders, as well as the conclusion and modification of procurement contracts in compliance with the norms of these Regulations.

4.3 Financial Office

4.3.1 Management of procurement budgets in accordance with the school's financial system.

4.3.2 Management of procurement payments, including payment terms and funding arrangements.

4.4 Technical Support Departments

The role entails the provision of technical support and assistance with respect to purchase requisitions.

This encompasses the provision of assistance to the requesting department in the preparation of the requisite report, the furnishing of technical specifications of equipment or services that align with the needs of the requesting department, and the assurance that the technical specifications and associated contractual clauses are consistent with the requirements of the requesting department.

5. Classification of Information

Information relating to procurements and contracts should be handled in the following manner:

5.1 All communications regarding tenders, from the time tenders are received and opened until a decision is made on the acceptance or otherwise of the tenders must be classified as RESTRICTED(TENDER). Correspondence on pre-qualification and single/restricted tendering should also be classified as RESTRICTED (TENDER).

5.2 Contract documents and communications regarding contracts do not usually have a security classification. RESTRICTED will be an adequate classification for sensitive information relation to contract disputes, litigation, claims, etc. Information should only be classified as CONFIDENTIAL, if the disclosure of which would be prejudicial to the interest of the College.

5.3 The Director of Purchasing Office shall take charge of the opening and handling of classified correspondence relating to tenders and contract, and shall limit the members involved on a need-to-know basis. Detailed instructions on the procedure for handling such correspondence shall be made in line with the spirit of these Regulations.

6. Conflict of Interest

6.1 All purchasing staff involved in procurement must be alert to situations which may lead to actual, potential or perceived conflict of interest and ensure that sufficient safeguards are in place to avoid such situations from arising.

6.2 All staff involved in procurement must avoid conflicts, whether actual, potential or perceived, arising between their official duties and their private interests.

6.3 In the event that the aforementioned circumstances are present, the staff member in question shall be obliged to recuse themselves.
In the event that the supplier's nominee is a member of the TB, a Purchasing Officer, a project leader of the requesting department, a technical support department operator or a member of a panel of experts and other relevant staff, the nominee is obliged to recuse themselves and may not participate in the procurement process of the project in question.
In the event that a member of the TB is the head of the purchase requisitioning department, it is also incumbent upon them to recuse themselves from the TB meeting.

6.4 All members involved in the TB or in a selection of supplier's bid, must sign the ***DECLARATION OF INTEREST ON TENDERING FORM*** before voting.

7. Authority Limits

7.1 Authority reference on procurement matters are as follows:

7.1.1 Purchase Requisition Approval

Single Purchase Value	Authority
i)＜￥50,000	Respective Unit Head and Budget Controller or Project Leader and Head of Project Management and Dean of the Faculty in charge of the Project(Research Projects) +Director of Purchasing Office + Director of Technical Support Departments (for IT Items or Construction) + Director of Finance Office
ii)≥￥50,000，＜500,000	Above Officers in (i) + Vice President (Purchase Requestion Departments) + Vice President (Scientific Research) + Vice President (Purchasing Office) + Vice President (Technical Support Departments) (for IT or construction) +Chief Financial Officer
iii)≥￥500,000	Above Officers in (ii) + President or Executive Vice-President

7.1.2 Purchase Quotation Approval

Single Purchase Value	Authority
i) ＜￥50,000	Director of Purchasing Office
ii)≥￥50,000 and ＜￥500,000	Above Officer (i) + Vice President (Purchasing Office)
iii)≥￥500,000 and 小于￥4,000,000	General Tender Board
iv)≥￥4,000,000	Main Tender Board

7.1.3 Purchasing Contract Approval

Contract amount	Authority
i) ＜￥50,000	Respective Unit Head and Budget Controller or Project Leader and Head of Project Management(project) and Dean of the Faculty in charge of the Project(Research Projects) +Director of Purchasing Office + Director of Technical Support Departments (for IT Items or Construction)
ii) ≥￥50,000 and ＜￥500,000	Above Officers in (i) + Vice President (Purchase Requestion Departments) + Vice President (Scientific Research) + Vice President (Purchasing Office) + Vice President (Technical Support Departments) (for IT or construction)
iii) ≥￥500,000	Above Officers in (ii) + President or Executive Vice-President

7.2 No office is authorized to commit on behalf of the College except the President or his/her delegates, unless otherwise permitted under these Regulations.

All purchases on behalf of the College may only be made through the Purchasing Office unless otherwise permitted under these Regulations. Anyone who acts beyond the aforementioned authorization limit shall be personally liable for such transactions.

7.3 The Single Purchase Value referred to in these Regulations should be interpreted in the context of a procurement exercise involving items normally acquired under one single order from one single supplier.

Splitting of requests and orders to circumvent the Regulations should be strictly prohibited.

7.3.1 Splitting refers to the behavior of splitting a procurement request for the same item into two or more procurement requests by the Purchase Requestion Department in order to circumvent the approval authority and the requirements of the relevant process, and the judgment of this behavior is not based on whether the procurement amount reaches a specific amount or not.

The term "same project" means a procurement project with the same or similar procurement timing and the same project objectives. The channel, source and nature of the specific procurement are not a basis for splitting the requisition.

7.3.2 In principle, “Annual Centralized Purchasing” is used if the cumulative amount of purchases is large in the case of sporadic or multiple purchases of the same item.

7.3.2.1 Items such as stationery, vehicle rental, maintenance, drinking water, water purifier cartridges, etc., which are used repeatedly on a daily basis at a fixed unit price and are billed on a monthly or quarterly basis.

7.3.2.2 Purchase requests are subject to an estimated annual purchase amount.

Annual Contract, i.e., an annual order, is entered into after the identification of the successful supplier based on the unit price of the items, works or services to be procured and the estimated amount of the procurement.

Framework Contract, i.e., a type of contract which has only a unit price and does not set a specific contract amount, when there is no budget or the budget cannot be determined at the time, and the requesting department applies for ‘Annual Centralised Purchasing’.

7.2.2.3 Procurement requests for ‘Annual Centralised Purchases’ are subject to the ‘Single Purchase Value’ criterion for determining approval authority.

7.4 The following and other applications that are inconsistent with the provisions of these Regulations shall be subject to the approval of the President in charge of the requesting department and the President in charge of the Purchasing Office：

7.4.1 **Single-source Procurement**;
7.4.2 The number of quotations does not comply with the general provisions of the Scheme;
7.4.3 Successful supplier 's offer was not the lowest bid;
7.4.4 Reverse purchase contracts;
7.4.5 Nomination of supplier s by the requesting department;
7.4.6 Contract duration of more than one year;
7.4.7 The requesting department requires suppliers to quote less than the minimum time limit;
7.4.8 Emergency Procurement;
7.4.9 Contract applications and payment requests for fully prepaid procurement projects.

8. Purchase Requisition

8.1 A Purchasing Requisition & Approval Form should be raised by the requisitioning department for all services and materials required or items that need to be procured through the Purchasing

Department. All relevant details of the requirements with justifications and accounts allocation should be clearly stated on the form which in turn must be signed by the Budget Controller concerned.

The Purchase Requestion Department and the procurement applicant should correspond to the department or project to which the budget belongs.

8.2 Any queries relating to accounts allocation may be directed to staff of the section of Finance Office responsible for accounting and budgeting matters. The completed Purchase Requisition shall be sent to the Finance Office for checking as to:

8.2.1 The correct budget cost center and project code as appropriate being quoted on the Purchase Requisition; and

8.2.2 Funds are available in the respective budget for the requested amount.

8.3 All Purchase Requisitions must be fully completed to include:

8.3.1 Compliance, completeness, detail, clarity and specificity of the description of the procurement requirements, including: the functions of the procurement item, the specifications and technical indicators, and the conditions under which the response must be made.;

8.3.2 Suggested sources of supply;

8.3.3 Purchase Order number of similar item requested before;

8.3.4 Justification for the item if it is not obvious from the description;

8.3.5 Name, telephone number and address of the person completing the form, the applicant and the person accepting the form;

8.3.6 Expected delivery date;

8.3.7 An estimate of the cost

8.3.8 The correct budget cost center and project code as appropriate.

8.4 All Purchase Requisitions should be made available to the Purchasing Office soonest possible.

8.5 After the approval of the purchase requisition, the requesting department can no longer modify the content of any requirement that may cause changes to the supplier's quotation, contract amount or major terms of the contract, otherwise the original purchase requisition will be nullified and the requesting department will re-apply for the approval process.

8.6 If a purchase requisition is cancelled by the requesting department after the approval of the purchase requisition, the relevant personnel in the original approval process should be informed in a timely manner.

9. Purchase Procedures

9.1 Procurement was conducted in the following manner:

9.1.1 Invitation to tender ;
9.1.2 Public tender;
9.1.3 Single-source procurement ;
9.1.4 Request for price quotation

9.2 Procurement items with a single purchase value of $500,000 or more that require tendering are, in principle, invited to tender. If there are special reasons, open tendering may be conducted with the approval of the Chairman of the TB at the corresponding level.
"Tender" means invitation to tender unless otherwise specified herein.

9.3 Criteria and operational handling of single-source procurement

9.3.1 Criteria for single-source procurement

9.3.1.1 Procurement can only be made from a sole supplier,
i.e., procurement can only be made from a particular supplier because of the use of irreplaceable patents or know-how for goods, works or services, or because of the special requirements of a public service project.

9.3.1.2 Unforeseen exigencies have arisen for which the provisions of article 18 of these Regulations on ‘Emergency Procurement’ apply.

9.3.1.3 In order to ensure the consistency of the original procurement project or the requirements of service packages, it is necessary to continue to purchase additional goods/service, and the total amount of additional purchase does not exceed 10 per cent of the original contract.

9.3.2 Designation of suppliers/brands are considered single-source procurement and the single-source procurement process applies;

9.3.3 Factors such as market share, user experience, usage habits and service advantages and disadvantages, etc., are reference factors for the evaluation of suppliers after the offer, and are not the basis for determining single-source procurement.

9.3.4 In the case of complex procurement projects, the Procurement Service or the supervisor of the Procurement Service may organise a project validation, and the applicant department may also apply for a validation.

9.3.5 Single-source procurement projects that meet the evaluation criteria of the TB remain subject to evaluation by the TB;

9.4 A single purchase value exceeding ￥500,000 shall go through the General TB or the Main

TB if exceeding ￥4,000,000.

9.5 For tendering of any IT equipment or any high-tech/scientific equipment, at least two specialists familiar with respective area should be invited and included in the tender board for such supplier selection. This will be implemented through a separate "technical team of expert consultants" program developed by the Procurement Service.

10. Procurement Specifications

10.1 Tender specifications should be stated in general terms and not around the technical data of a certain model of the goods or equipment to be purchased. There should be no requirement or reference to a particular trademark or name, patent, design or type, specific origin, producer or provider, unless there is no sufficiently precise or intelligible way of describing the procurement requirements and provided that words such as “or equivalent” are included in the tender documents. Specifications should not be prepared, adopted or applied with a view to or with the effect of creating obstacles to free international trade.

10.2 When tenders are called for the execution of a project or the provision of services on the basis of a schedule of prices or rates, departments should give tenderers some indication of the estimated quantity, value and scope of the contract and any other related information in order to obtain realistic and competitive tenders. Estimated quantities required should form part of the contract documents. In the case of tender for term contracts, details of quantities based on past contracts should be provided but it should be made clear that such figures are quoted for the reference of tenderers, and the College can in no way guarantee that requirements under the contract will in fact be comparable.

10.3 For term contracts involving a large number of items and fee which it would be impracticable to state the approximate quantities, the schedule of items should be pre-priced, enabling the tenderers to express their offers in terms of a flat percentage variation. In such cases, tenderers should be advised of the likely expenditure under the contract or under the previous contract.

10.4 When the tenders received are subsequently evaluated, the same estimates and requirements as those of which tenders have been informed in the documents should be employed in calculating the estimated total value of each tender.

10.5 In certain occasions, a form of marking scheme or two-envelope exercise will be adopted where the quality of the goods and services to be provided is of such importance that separate assessments of the technical and price aspects, with pre-determined relative weights attached to particular features, would result in a better value-for-money offer.

10.6 Any other requirements which will be applied in deciding on the suitability of tenders must also be indicated in the tender documents. Especially the **Must respond to Conditions.**

10.7 When we call for tenders, we should highlight that it is an “Invitation to Treat”, i.e. it is not an offer but only a request for price quotation (whether in sealed envelope or not), and there is no commitment from us to eventually buy from the lowest price supplier.

10.8 After the successful supplier has been identified through these Regulations, further price negotiation with respective suppliers can be considered as we see appropriate.

10.9 The Purchasing Office, as well as the purchase requisitioning department, shall not restrict or exclude suppliers by imposing unreasonable conditions.
The following behaviours will be prohibited:

10.9.1 Differentiated project information is provided to suppliers for the same procurement project.
10.9.2 The qualification, technical and commercial conditions set are not compatible with the specific characteristics and actual needs of the procurement project or are not relevant to the performance of the contract.
10.9.3 Taking the performance or awards of a specific administrative region or a specific industry as a bonus condition or a winning condition.
10.9.4 Adopting different qualification examination or bid evaluation criteria for suppliers.
10.9.5 Limit or specify a particular patent, trademark, brand, origin or supplier.
10.9.6 Restricting the supplier's form of ownership or organisation.
10.9.7 Restrict or exclude suppliers with other unreasonable conditions.

11. Tender Deposit

In view of 10.7 above, tender deposit is not normally required. Where a deposit is required as a pledge of the supplier’s good faith, the tender documents shall specify the amount of such deposit, the method of payment and refund, and the submission of the original deposit receipt with the tender. Tender deposits shall be refunded to the unsuccessful suppliers without interest.

12. Supplier Management

12.1 The Purchasing Office shall maintain a list of qualified tenderers for submission of quotation/tenders to the College.

12.2 Prospective tenderers who are interested to supply goods or services to the College shall write to the Purchasing Office and submit information for inspection/audit which shall include:
12.2.1 Company profile
12.2.2 Product line &major clients
12.2.3 Quality insurance & service after sales
12.2.4 Job reference
12.2.5 Company structure
12.2.6 Name of key officers
12.2.7 Name of Directors
12.2.8 Financial information such as authorized authorized and paid-up capital, audited financial statement
12.2.9 Copy of license which may be necessary for supplying the type of service of products (original should be available for inspection when necessary)

12.3 In considering the application, the following criteria will be considered:

12.3.1 Financial conditions;
12.3.2 Past experience;
12.3.3 Technical abilities;
12.3.4 Reference from past clients; and
12.3.5 Any other relevant information

12.4 Disqualification of Suppliers

An approved supplier will be disqualified under the following conditions:

12.4.1 The supplier is in bankruptcy or liquidation.
12.4.2 The supplier is no longer in business or in a different business as stand in its own application for first registration.
12.4.3 The supplier is involved in business fraud.
12.4.4 The suppliers' performance is poor i.e.3 valid complaints /dissatisfactory performance on evaluation/received from users during the past 12 months.

12.5 Rotation of Suppliers

To ensure fairness to all those who are capable of providing the goods and services to the College, rotation of suppliers is required when short-listing tenderers for Tender/Quotation invitation.

As a general guideline, the rotation list should include:
12.5.1 Suppliers nominated by the requisitioner
12.5.2 Qualified suppliers from Purchasing Office
12.5.3 Qualified self-nominated suppliers
12.5.4 Qualified suppliers nominated by other departments or individuals

12.6 The Quotation Form will be maintained for the suppliers selected on a "fair share"basis for tendering. The approving authority concerned should check and ensure compliance with the following criteria:

12.6.1 Capability of the company
12.6.2 Nature and quality of the product/service
12.6.3 Regionalization of suppliers
12.6.4 Others, specify

12.7 Open Tender can be used by the College where circumstances warranted. Invitation to Tender is to be published in local press if needed.

12.8 Sources of suppliers: Industry Rankings, Nominated by Campus Personnel, Supplier Self-Nomination, Internet Search, Exhibitions and Retail Outlet, etc.

12.8.1 **Industry Ranking**

The suppliers nominated by the Purchasing Office shall be prioritised using the

'industry ranking' method, with preference given to suppliers of well-known brands that are directly aligned with the project's area of specialisation; if the aforementioned operation is not possible, an integrator or a well-known supplier whose scope of business includes the area in question may be sought.

12.8.2 **Nominated by Campus Personnel**

'Nominated by Campus Personnel' information is required to be kept on file and is limited to individual referrals only, not registered by departmental referrals, which are reflected directly in the bid evaluation presentation materials.

Nominated by Campus Personnel will not be considered if the recommender only nominates the name of a well-known company or a well-known brand without providing contact information.

Nominated by Campus Personnel will be regarded as 'Nominated by Campus Personnel' if the recommender recommends a company that is not a well-known company (outside the 'Industry Ranking'), even if the name of the company is provided.

12.8.3 **Supplier Self-Nomination**

Suppliers brought in through self-nominated channels such as the College's official website need to be clearly at a higher professional level, professional qualification or organisational level than the existing supplier in order to enter the quotation process (including where the existing supplier's parent company or contact person is in a superior position).

12.8.4 **Internet Search**

Priority is given to suppliers that use AI search tools such as 文心一言 and 天工开户, and that can also be searched through the results of procurement announcements made by government departments and university education organisations.

12.8.5 **Exhibitions and Retail Outlet**

For on-site collection of suppliers, two persons are required, one of whom must be a Purchasing Office procurement processor.

12.9 Preference will be given to suppliers who provide goods, works or services directly (i.e. the product side, not the agent). If the former is unable to enter into a direct procurement contract with the College, it will need to sell through its authorised agents, and the procurement will need to select from amongst its many agents.

12.10 For procurement projects with a purchase requisition amount of more than $1 million, the purchasing office is required to organise an on-site visit to the supplier by the purchase requisitioning department, the user department or the technical support department, and to evaluate the supplier.

The evaluation report is reported at the TB and filed, and if the supplier has already been evaluated and there is no significant change in its basic situation, the site visit can be discontinued

12.11 During the period between the Purchasing Office's invitation to suppliers to request quotations and the signing of the procurement contract, any communication and contact with suppliers must be involved or organised by the Purchasing Office.

No College department or individual, other than the Purchasing Office's Purchasing Manager, may communicate with suppliers individually regarding quotations and procurement programs.

12.12 Different suppliers with the same person in charge of the unit or with direct controlling or management relationships shall not participate in procurement activities under the same contract.

In addition to single-source procurement projects, suppliers providing overall design, specification preparation or project management, supervision, testing and other services for large-scale infrastructure projects are not allowed to participate in other procurement activities of the procurement project.

12.13 For the purpose of Article 12.5 of these Regulations on 'Supplier Rotation', 'the last selected supplier' means the last (selected) supplier of the College for a procurement project with the same procurement requirements as the present one.

13. Selection of suppliers & quotations

13.1The Quotation Requirement

	Value of Single Purchase	**Quotation Requirement**
1	≤￥5,000	At least one written quotation, + two web price reference or two telephone quotes
2a	＞￥5,000 and up to ￥25,000	At least two written quotations
2b	＞￥25,000 and up to ￥100,000	At least three written quotations
3a	＞￥100,000	At least three written quotations in sealed envelope

Remark:

Goods from assigned agents , monopolization, or related ,equipment parts	One written quotation + Agent Qualification Certificate / credentials.

13.2 Authority reference on selection of suppliers for tender see 7.1.2

13.3 The source of the supplier providing the quotation is referred to in article 12.8 of these Regulations. The tenderers shall include at least one previously successful tenderer and two other suppliers by rotation.

13.4 If the number of suppliers to be invited to submit quotations/tenders is reduced to a level below the requirement, justifications must be given by the user department/Purchasing Office to the

satisfaction of the relevant approving authority.

13.5 Where adequate quotations cannot be obtained or where the accepted offer is not the lowest quotation obtained, the Director of Purchasing Office and the Head of Department concerned will be responsible for certifying that the price are reasonable and for justifying the acceptance of offer as the case may be.

13.6 The Purchasing Office shall in conjunction with the requisitioning department decide on the quotation and the terms of payment, delivery, warranty, etc. to be nominated for acceptance.

13.7 The term 'two online quotations' in the first paragraph of Article 13.1 of These Regulations refers to the quotations on the platforms of JD and Tmall, or the quotations of the flagship shops of the product parties on JD or Tmall, or the quotations on the self-operated business of other national headline e-commerce platforms.

If it is not possible to provide the above mentioned online quotations, quotations in written form can also be used as an alternative

13.8 A **Consortium** may be constituted by two or more legal persons or other organisations with the objective of submitting a joint bid or offer as a single supplier.

All parties to the Consortium must possess the requisite ability to undertake the bidding or quotation project. The Consortium is composed of units belonging to the same profession, according to the lower qualification level, in order to determine the qualification level of the unit.

All parties to the Consortium shall sign a joint bidding or quotation agreement, clearly agreeing on the work and responsibilities to be undertaken by each party, and submit the joint bidding or quotation agreement to the College together with the bidding or quotation documents. If the consortium is selected, all parties to the consortium shall jointly sign a contract with the College and be jointly and severally liable to the College for the selected project.

The College shall not force suppliers to form a consortium to submit a joint bid or offer, or restrict competition among suppliers.

13.9 In the event that concrete proof emerges indicating that a more advantageous offer could have been secured without relying on the unsealed offer as a bargaining condition, the Purchasing Office may, subsequent to the unsealing of the bid and sealed offer documents, submit a report to the highest approving officer of the offer for the item in question. This officer may then determine whether or not the offer should be included in the offer for that procurement.

13.10 Once the bids and sealed quotations have been opened, the Purchasing Office may submit a report to the highest approving authority for the project, requesting a decision on whether the supplier should be permitted to re-quote or supplement its quotation. This is to be done if there is a valid reason for doing so and if such action does not affect the fairness of the sealed quotations and would result in a more favourable quotation.

14. Submission of Tender/Quotation

14.1 Tenders and quotations under the same tendering exercise shall be called for a common closing deadline. Tenderers should be instructed to submit their tender/quotation (when amount above RMB100,000) in sealed envelope.

14.2 Communication with suppliers before the submission of tenders/quotations must be made in such a manner to ensure the maximum degree of fairness to all parties concerned. The content of communication should be restricted to clarification of contends of tender documents. When an amendment to the invitation or supplementary information is subsequently deemed necessary, a written notification should be issued to all the suppliers. Additional information given to one supplier at pre-tender stage must be communicated to all other suppliers concerned.

14.3 A control record of the invitation sent and follow-up actions for non-response must be kept by the Purchasing Office. Invitation may also be collected by hand upon request of the tenderer.

14.4 The period allowed for the preparation and submission of tenders/quotations shall be long enough to produce meaningful and competitive tenders/quotations. The deadline for quotations is at least three working days after the issuance of the request for quotation for items with a procurement value of less than $100,000, at least five working days for items between $100,000 and $500,000, and at least seven working days for items above $500,000, with an additional five working days required for samples or design prototypes. In case of Capital Project Construction Contracts, such period shall be determined by the Estates and Campus Development Office (ECDO), but not less than the foregoing.

14.5 Submission of tenders/quotations through fax is also acceptable provided that the approval of the Chairman of Tender Board (depending on the value of the tender) is obtained before invitation and that the tenderers are made aware that such practice will expose them to rick of being disadvantaged. Where possible, a designed facsimile machine with restricted access should be used.

14.6 If the date and time of opening tenders/quotations is deferred, the same privilege shall be extended to all tenderers and the opening of the sealed envelope shall be deferred until the extended closing time.

14.7 The Conditions of Tendering must contain the following message:
"Tenderers are warned that offering or giving any gratuity, bonus, discount, bribe, loan or any other gift or consideration as an inducement or reward to any employee of the Beijing Normal University-Hong Kong Baptist University United International College (UIC) in relation to his or any other UIC contract could constitute an offence contrary to the Prevention of Bribery Ordinance, and that if the Tenderer were found to have made such an offer, the UIC shall be at liberty to cancel the contract and shall hold the Tenderer liable for any loss or damage which the UIC may thereby sustain."

15. Opening of Tenders/Quotations

15.1 Sealed quotations are required for purchases with a budget of more than $100,000, and sealed

quotations must be held in the custody of the Purchasing Office upon receipt.

15.2 The Purchasing Officer responsible for the custody of the aforementioned documents are required to ensure that the relevant documents are sealed and complete when they are delivered to the procurement project managers.

15.3 Tenders shall be opened in the presence of the Purchasing Office representative and the requesting Department representative or the representative of Technology Supporting Department.

15.4 When the Tender/Quotation is opened, the following actions shall be taken:

15.4.1 All tenders/quotation for a later closing date shall be date-stamped on the envelope and kept in the custody of the Purchasing Office for later opening;

15.4.2 All information including tenders' name, sender, receiving date and time, open date and time, open venue and witness should be recorded in the registration sheet.

15.4.3 The original tender/quotation shall then be kept under lock and the copy shall be used for tender assessment.

15.5 The Purchasing Office shall follow-up on those non-responding tenderers and whenever possible a written declination to tender shall be obtained.

15.6 All alterations made by the tenderers to the tenders/quotations prior to tender opening should be marked in red and initialed by those responsible for opening the tenders/quotations to certify that they have been made before opening of the tenders/quotations.

15.7 Late tenders/quotations should normally not be considered but should the approving authority be of the opinion that consideration of late tenders/quotations will not create any injustice and unfairness to all other tenderers concerned, late tenders/quotations may be considered as a waiver of Purchasing & Tendering Regulations. Cases of considerations may include late submissions arising from unexpected postal/delivery delay through no fault of the tenderer, or from a tenderer who is the only one invited to tender or whose tender is the only one received. Letter of Regret to tenderers submitting late tenders should indicate such reason of rejection.

15.8 When the College's procurement management system provides a suitable solution to address the fairness and equity in the management of sealed quotations, the aforementioned processes related to sealed quotations can be adjusted accordingly through the management system

16. Assessment of Tender/Quotation

16.1 The Purchasing Office shall be responsible for evaluation of the tenders/quotations received. Evaluation should be made in accordance with the assessment criteria which may be weighted but should be determined prior to tender invitation. The Purchasing Office may request the assistance of the requisitioning department or engage consultants in carrying out the tenders/quotations evaluation. Handling of information pertaining to tenders/quotations under

evaluation must be treated in strict accordance with the provisions in Clause 5 of these Regulations.

16.2 It is a general rule, contracts should be awarded to suppliers who comply fully with tender specifications, terms and conditions as specified and who are fully capable of undertaking the contracts and whose price quotations, whether for goods or services, are **the lowest** supplier. In instances where there is a discernible price differential between suppliers offering the same grade of product, the more economical option should be selected.
In the event that a lower-tier supplier proffers a product that aligns with the user's requirements at a price that is markedly lower than that of a higher-tier supplier, and if there are a number of comparable lower-tier suppliers competing for the price, the lower price may be selected from among the lower-tier suppliers.

16.3 Tenderers should be invited to provide any information that is missing, or clarify any technical ambiguities or qualifications before their tenders/quotations are considered further. Communications with the tenders must be clearly documented.

16.4 Care must be exercised in approaching a supplier for clarification of tender qualifications and seeking an unequivocal withdrawal of any qualifications by a reasonable deadline. Legal advice should be sought, when necessary. Under no circumstances can a supplier be rejected as a qualified bid, expressly or otherwise, without the approval of the relevant approving authority.

16.5 The Purchasing Office joint with the requisitioning department should examine the tenders/quotations in order to determine whether they meet the specifications laid down in the tender documents. Apart from ensuring that the tender/quotation recommended for acceptance complies with the specifications the department should also take into account the time of delivery/completion, quality of goods offered designs/methods proposed, maintenance and spare provision, warranty and/or guarantees, technical and financial capability of the tenderers and their past performance records, etc. Any deviation of the recommended tender from the specifications and the reasons for recommending a non-complying tender should be clearly explained in the tender report.

16.6 In recommending the acceptance of a tender to the approving authority, the Purchasing Office joint with the requisitioning department should have value-for-money in mind. If the prices of tenders received are very close or if the tender to be awarded involves payments to the supplier/contractor and running &maintenance costs, the tenders/quotations should be compared by discounting future payments to obtain the present value.
In the purchase requisition, conditions that are required to be met are designated as "Mandatory Response Conditions." During the bid evaluation process, priority is accorded to the assessment of the "mandatory response conditions." Once these conditions have been satisfied, the overall capacity of the supplier and the price are evaluated. Finally, the positive and negative deviations from the general response conditions are evaluated.

16.7 Post tender negotiation will be considered in any of the following circumstances:

16.7.1 When only one tender or very few tenders have been received in response to tender

invitation and when the concerned Budget Controller considers the tenders received may not be sufficiently competitive, whether in terms of price or other key quality attributes;

16.7.2 When the tender price to be recommended is too high (or too low in the case of a revenue tender) in comparison with the price of similar procurement in the past or in relation to other market information; or

16.7.3 When the tender to be recommended contains counter-proposals to the tender terms which are disadvantageous to the College but are not sufficiently substantial or do not cause substantial deviation from the essential requirements contained in the invitation to tender to render the recommended tender non-conforming.

16.8 For administrative convenience, it is permissible to apply approved quotations and tenders of former tendering exercises to new requisitions for goods and services which have been ordered or contracted before provided that the tender/quotation is not more than 12 months' old and all related terms and conditions, including rates must remain the same. The Director of Purchasing Office or his delegate shall be responsible for certifying that such application of tenders/quotations results is reasonable in the context of prevailing market conditions.
This clause shall not be applicable in the event that the frequency of procurement items is once a year. Consequently, the temporal discrepancy between the original contract and the time of the current purchase requisition shall not be utilized as a means of circumventing the restart of the procurement process.

16.9 Two new meetings have been added to the tendering process: Discussion Meeting on Procurement Scheme Design, which takes place before the invitation to tender is issued, and A Preparatory Meeting of TB meeting, which takes place before the TB meeting. These meetings are open to the relevant TB members as well as the requesting departments.

16.10 As a general rule, no bid presentations shall be made for procurement projects where the decision on the supplier can be made solely on the basis of the evaluation of objective data and information, unless a bid presentation is authorized by the chairman of the relevant committee at the request of the requesting department, the Purchasing Office or the evaluator.

16.11 The purchase requisition department should have an overall plan for the procurement project, and try to avoid the situation where subsequent procurement projects are influenced by the suppliers of the previous period and result in single-source procurement.

16.12 When evaluating bids, in addition to evaluating direct quotations, consideration shall be given to additional costs that may be incurred by the College.
If the supplier is required to provide maintenance services after the warranty period of the purchased item has expired, the supplier must quote maintenance costs based on the actual (potential) number of years of use of the purchased item, and the total quote must be considered together.

16.13 For procurement projects where lawyers are specifically engaged, project lawyers are required to attend the TB to ensure the legality of the evaluation process.

16.14 In the event of any of the following circumstances occurring in the procurement, the offer shall be annulled and a new offer shall be organized for the supplier:

16.14.1 If there are fewer than three suppliers that meet the Special Conditions or the "Mandatory Response Conditions" (except as otherwise provided in these Rules).

16.14.2 The occurrence of illegal or irregular behavior that affects the fairness of procurement

16.14.3 Supplier quotes all exceeded the procurement budget.

16.14.4 Cancellation of the procurement project due to significant changes.

If any of the above circumstances occur in a solicitation and the appropriate TB determines that the bid has been rejected, the Purchasing Office shall reissue the solicitation in accordance with these Regulations. After rejecting the bid, the Purchasing Office shall notify all suppliers of the reasons for the rejection.

16.15 The Purchasing Office shall issue a new bid in accordance with this Law if the TB determines that all bids do not comply with the requirements of the bidding documents.

16.16 After a supplier has submitted a price and before the successful supplier has been determined, no individual or department of the College may negotiate with the supplier regarding the contents of the bid and proposal.

16.17 Members of the TB shall perform their duties objectively and impartially, in accordance with professional ethics, and shall take personal responsibility for the evaluation opinions they render.

Members of the TB shall not make personal contact with, or accept property or other benefits from, suppliers.

TB members and relevant staff involved in the evaluation of bids shall not disclose the evaluation and comparison of bid documents, the appointment of the successful supplier or any other information relating to the evaluation of bids.

16.18 The College and the successful supplier shall enter into a written contract in accordance with the solicitation documents and the successful supplier's bid documents within 30 days of the date of issuance of the Notice of Award.

The College and the successful supplier shall not enter into any other agreement that deviates from the substance of the contract.

If the solicitation requires the successful supplier to post a performance bond, the successful supplier shall post the bond.

16.19 The selected supplier shall fulfill its obligations and complete the project as agreed in the contract. The selected supplier shall not subcontract the project, nor shall it split the project and subcontract it separately.

The selected supplier may, as agreed in the contract or with the consent of the College, subcontract to others for completion a portion of the non-major and non-critical work of the project. The person accepting the subcontract must be appropriately qualified and may not subcontract again.

The successful supplier shall be responsible to the College for the subcontracted project, and the person accepting the subcontract shall be jointly and severally liable for the subcontracted project.

17. Dispute in Tender Recommendation

The purchase requisitioning department is not involved in the consideration and determination of suppliers and quotations, or in the consideration of bidding documents, except as otherwise provided in these Regulations.
If the purchase requisitioning department has a disagreement with the procurement design proposal or the successful proposal and cannot reach a consensus with the Purchasing Office, it may refer the issue to the Vice Chancellor in charge of the Purchasing Office for a decision.

18. Emergency Procurement

18.1 Scope and Coverage

18.1.1 Procurement requirements: arising from unforeseen, unexpected and uncontrollable contingencies;

18.1.2 The direct or indirect results of the accident may result in the following outcomes: the College will not be able to operate normally in whole or in part, the College will suffer serious losses, and there will be a risk of public opinion.

18.2 Operation Process

18.2.1 Use Enterprise WeChat to set up an emergency procurement approval group

18.2.1.1 When the events described in Articles 18.1.1 and 18.1.2 of These Regulations occur, the purchase requisitioner communicates with the responsible purchasing agent about the emergency purchase

18.2.1.2 Once both parties have decided to start the emergency procurement process, the purchasing staff will immediately set up an Enterprise WeChat group called "Emergency Procurement (XX Department XX Project)".

18.2.1.3 The handling purchasing staff invites the approval participants involved in the corresponding procurement amount standard into the aforementioned enterprise WeChat group; if the estimated procurement amount exceeds RMB 500,000, the chairman of the corresponding TB needs to be invited into the WeChat approval group.

18.2.1.4 The handling purchasing staff shall send this clause to the WeChat approval group.

18.2.2 Confirmation of Purchase requisition

18.2.2.1 Purchase requisition applicants shall immediately report information about the purchase requisition in the Enterprise WeChat group， including background,

program, description of needs, etc.

18.2.2.2 Purchase requisition operators and leaders in the Enterprise WeChat group to confirm the purchase requisition, or purchase requisition department manager directly with the approval chain of the highest leadership to confirm the urgent procurement matters, confirmed in the Enterprise WeChat group synchronization with the approval of the approval chain to obtain approval to confirm the matter.

18.2.3 Confirmation of quote approval

18.2.3.1 In principle, the Purchasing Officer in charge will identify candidate suppliers and quote on the same day according to the demand, and the principle of selection is to prioritize speed and take into account the price, while the supplier will give priority to the existing supplier.

If there is a procurement of the same goods, works or services within 12 months, according to these Regulations, the supplier and quotation will be directly followed, and this provision is not subject to Articles 13 and 15.1 of these Regulations.

18.2.3.2 After communicating the quotations to the requester, the responsible purchasing officer will compile the suppliers and their quotations and send them to the aforementioned Enterprise WeChat group.

18.2.3.3 Confirmation of the above proposed suppliers and quotes by the relevant Chain of Custody managers in the Enterprise WeChat group.

18.2.4 Purchase Orders

18.2.4.1 Place purchase orders to identified suppliers.
18.2.4.2 Receipt or construction acceptance.

18.2.5 Retrospective approval process
18.2.5.1 Purchase requisition approval (with corporate WeChat communication record).
18.2.5.2 Quotation approval.
18.2.5.3 Contract approval.
18.2.5.4 Payment approval.

18.3 The Procurement Management System approval process may also be used if the Procurement Management System provides an appropriate solution to satisfy the above expedited review.

19. Waiver of Purchasing & Tendering Regulations

Where the sources of supply are so limited under prevailing market conditions and user specifications render that a normal tendering or quotation exercise will not improve the competitiveness of tenders/quotations received, it would be more cost-effective to waive the Purchasing and Tendering Regulations and obtain quotations directly from the identified supplier. Waiver of Purchasing and Tendering Regulations may only be approved by the level of authority or its delegate as outlined in 7.1 above.

20. General Tender Board

20.1 The composition of members is based on the announcement of the Senior Executive Committee.

20.2 Terms of Reference

20.2.1 To consider and decide on acceptance or rejection of tenders submitted by the Purchasing Office where the value of the contract is likely to be greater than or equal to RMB500, 000 but belowRMB4,000,000.

20.2.2 To draw up, and review as and when necessary, tendering corresponding guidelines in consultation with relevant committees.

20.2.3 To report to the MTB on a regular basis.

20.3 Guidelines of Procedure

20.3.1 Calling of Meetings

20.3.1.1 Meeting of the GTB shall be held at such times and places as the Chairman desires from time to time. On receipt of a request in writing signed by at least 2 Members, the Chairman shall convene an extraordinary meeting of the Board within 14 days on receiving that notice.

20.3.1.2 The Secretary shall circulate a Notice of the Meeting to each member no later than 3 days before the date appointed for the meeting, except in case of emergency when such notices shall be given as circumstance allow. The notice of the meeting shall be accompanied by the Agenda of the meeting, together with any background papers which are available. Other papers pertinent to the matters to be discussed by the GTB shall be circulated by the Secretary as practicable thereafter.

20.3.1.3 Accidental omission to supply such Notice or Agenda to any Member shall not affect the validity of a meeting.

20.3.1.4 Members wishing to raise any matter not included on the Agenda and requiring a formal decision by the GTB should whenever possible notify the Secretary at least 48 hours before the meeting. It shall be for the Chairman to decide whether or not the matter should be discussed at that meeting or deferred until later meeting.

20.3.1.5 The Chairman may invite any person to attend meetings of the GTB either regularly or for particular items on an agenda.

20.3.2 Quorum and Presider

20.3.2.1 Any member who is unable to attend a meeting or part of a meeting shall notify the Secretary accordingly.

20.3.2.2 A quorum of any GTB meeting shall be at least half of the number of members. (Authorised representatives are not counted)

20.3.2.3 The Presider of all GTB meetings shall be the Chairman unless he is absent, in which case he may appoint a Member to deputize him and preside. In the absence of both the Chairman and his deputy, the GTB may appoint a Presider who shall be a Member who is present at the meeting.

20.3.2.4 The validity of any proceeding of the GTB shall not be affected by any defect in the appointment or nomination of any Member or by any vacancy among Members of the GTB.

20.3.2.5 Delegation of a representative to the TB is permitted when a member is unable to attend the meeting for any reason, provided that such delegation is approved by the chairperson of the corresponding committee and that a natural person is not permitted to attend the meeting on behalf of more than one member.

20.3.2.6 Evaluators of TB shall be appointed by the CMC at the time the vacancy is advertised in the Staff Bulletin. In the event of any ambiguity in the responsibilities of the appointee, the appointment shall be confirmed by the Chairman of the CMC.

20.3.3 Order of Business

20.3.3.1 The Order of Business at every meeting of the GTB shall normally be:

20.3.3.1.1 To appoint a Presider if necessary, subject to Clause 20.3.2.3c.

20.3.3.1.2 To approve as a correct record the Minutes of the preceding meeting.

20.3.3.1.3 To confirm decisions taken by circulation since the preceding meeting.

20.3.3.1.4 To consider matters arising from the Minutes of the preceding meeting.

20.3.3.1.5 To dispose of any business remaining from the preceding meeting.

20.3.3.1.6 To consider matters entered on the Agenda in the order so entered.

20.3.3.1.7 To consider any other business which may be raised by any Member and which the GTB agrees to discuss.

20.3.3.1.8 To agree on the time and place of the next meeting.

20.3.3.2 The Order of Business may be varied by agreement of the GTB at the

commencement of the meeting.

20.3.4 Except as otherwise provided herein to the contrary, the GTB may exclude any Member from any part of a meeting when in the opinion of the GTB such exclusion is in the best interest of the GTB.

20.3.5 Those parts of the Minutes of the meeting or resolutions relating to such business will be separately documented and will not be circulated to those who have been requested to withdraw. Such Minutes will not require confirmation.

20.3.6 The GTB may exclude from a meeting any Member when in the opinion of the Chairman such exclusion is in the best interest of the meeting. All those excluded will not be entitled to receive the papers relation to the business at such a meeting and the Minutes of the meeting.

20.3.7 Procedure and Voting

20.3.7.1 All Members shall speak to the Chair. Any Member unable to attend a meeting may send in written comments and such comments shall be read to the GTB at the meeting by the Presider.

20.3.7.2 The Presider shall put such proposals, as he deems necessary, to the GTB in the form of Resolutions to be voted upon by Members.

20.3.7.3 Any Member may propose a Resolution and if this is seconded by another Member it shall be put to the GTB by the Presider and voted upon.

20.3.7.4 Voting on non-bid evaluation questions shall be by show of hands of the members or authorized representatives, unless the presiding officer requests a secret ballot, and each question shall be decided by a simple majority vote of the members or authorized representatives present and voting.

Voting for the evaluation of proposals shall be conducted by members or authorized representatives present and voting by private, secret ballot in the order of the suppliers' rankings, with the successful supplier being the supplier receiving the highest number of first-place votes, the second successful supplier being the supplier receiving the highest number of first- and second-place votes combined, and so on.

In the event of a tie between two (or more) first-place suppliers, the votes of the second-place suppliers shall be counted, and the supplier with the highest combined number of votes shall be selected, and so on. In the event that the selected supplier withdraws or cancels the contract during performance, but the procurement requirements remain unchanged, the next highest ranked supplier shall be selected. Except where Article 20.3.7.6 of these Regulations apply, each participating member or authorized representative shall have only one vote.

20.3.7.5 Any Member may propose an amendment to a resolution, and if this is seconded by

another Member, the amendment shall be voted on by the GTB. All such amendments shall be voted on separately before a vote is taken on the resolution. The original resolution thereafter shall be amended in accordance with the amendments agreed and put to and voted on by the GTB.

20.3.7.6 If any Member present at a meeting has an interest, including a pecuniary interest, in any contract or proposed contract or other matter which is to be considered by the GTB at the meeting, he shall as soon as practicable after the commencement of the meeting disclose to the GTB this fact and the nature of his interest. The Presider shall thereupon ask the GTB to decide whether such Member should withdraw from the meeting while the matter is considered or be present but abstain from participating and voting on the matter under discussion.

20.3.7.7 The Presider is responsible for the observance of the rules of order in the GTB and his decision upon any point of order shall not be subject to appeal and shall not be reviewed by the GTB except on a substantive resolution made after notice.

20.3.7.8 Whenever the Presider wishes to intervene, the other Members must refrain from speaking.

20.3.7.9 The Presider may designate a particular matter considered by the GTB as "Confidential", "Restricted" or "Open" and matters so designated shall be treated accordingly. Matters designated as "Confidential" shall not be discussed with any person outside the GTB. Those designated as "Restricted" may be discussed with parties with a direct interest in the matter only. All other matters shall be regarded as "Open" any may be discussed freely outside the GTB meeting.

20.3.7.10 The Presider shall have a casting vote when there are equal number of votes for all options.

20.3.7.11 After the TB has selected the successful supplier, if the content of the procurement project is changed, which involves a change in the rights and obligations of the College and the successful supplier, the original TB shall discuss and take a decision to amend the project, including but not limited to the cancellation of the procurement project or the restart of the procurement process.

20.3.8 Minutes

20.3.8.1 The Secretary shall be responsible for indicating the extent to which paper are confidential in accordance with decisions made under Clause 20.3.7.9. Unless otherwise directed by the Chairman all Minutes shall be marked "RESTRICTED".

20.3.8.2 The Minutes shall record business in the order of discussion, and shall include the names of Members attending or absent at a meeting and persons in attendance at it. The Minutes shall include a brief summary of the principal points discussed, and shall record all decisions. The Secretary shall ensure that a copy of the draft minutes is sent to each Member [subject to Clause 20.3.5 and 20.3.6] within 2

weeks after the meeting.

20.3.8.3 Save in the case of business dealt with under Clause 20.3.5 and 20.3.6, the Chairman shall at the next ensuring meeting of the GTB obtain the confirmation of the GTB that the Minutes are a true record and shall sign them accordingly. Any Minutes so signed shall be received in evidence without further proof. No discussion shall take place during the confirmation of the Minutes except upon their accuracy.

20.3.8.4 Until the contrary is proved, a meeting of the GTB in respect of the proceedings whereof a Minutes has been so signed shall be deemed to have been duly convened and held, and all the Members present at the meeting shall be deemed to have been duly qualified and to have power to deal with the matters referred to in the Minutes.

20.3.9 Transaction of Business by Circulation

20.3.9.1 The GTB may transact its business by the circulation of papers, and the Chairman may instruct the Secretary to transact business in this way.

20.3.9.2 When business is transacted by circulation, the matter shall be clearly set out in a letter by email or a memorandum addressed separately to every Member subject to Clause20.3.6. The letter or memorandum which possible for Members to clearly express approval or disapproval of the matter proposed for consideration and then return the letter to the Secretary by the date stipulated. The form of the letter memorandum shall be approved by the Chairman before dispatch.

20.3.9.3 Unless 2 Members in writing request the Chairman to refer any particular item of the business being transacted by circulation to the next GTB meeting, a resolution in writing which is approved in writing by a majority of the Members shall be as valid and effectual as if it had been passed at a GTB meeting for comment.

20.3.10 Appointment of Committees

20.3.10.1 The GTB may appoint such committees for any general or special purposes as it thinks fit and any such committee may consist partly of persons who are not Members of the GTB. The Chairman of any such committee shall be appointed by the GTB from among its Members.

20.3.10.2 The GTB may refer to a committee appointed under Clause 20.3.10.1 such matters as it thinks fit.

20.3.10.3 The Chairman of a committee shall report to the GTB on its business at such intervals as the GTB may decide.

20.3.11 Information about the TB's evaluation session, including but not limited to the judges' votes, may be made available to interested parties upon written request by the judges or the relevant department, with the approval of the Chair of the CMC

21. Main Tender Board

21.1 The composition of members is based on the announcement of the Senior Executive Committee.

21.2 Terms of Reference

21.2.1 To consider and decide on the acceptance or rejection of tenders submitted by the Purchasing Office for supply project where the value of the contract is likely to reach RMB4,000,000 and above.

21.2.2 To recommend variations to procedures and conditions to be followed by the College for purchase of goods, services and works.

21.2.3 To draw up, and review as and when necessary, tendering guidelines in consultation with relevant committees.

21.2.4 To draw up, and review as and when necessary, procurement strategies and policies.

21.2.5 To receive and review reports from the GTB.

21.2.6 To submit annual report to the Estates and Campus Development Office at the end of the academic year.

21.3 Guidelines of Procedure

Same as those in 20.3 in these Regulations.

22. Disposal of Documents

22.1 A copy of the Purchase Order and the Contract Documents together with the original security bond and insurance policy, if any, shall be deposited with the Specialist in Purchasing Office for safe custody. The original of the contract shall be deposited with the Finance Office for safekeeping. Subject to national laws and regulations, the above documents shall be archived electronically.

22.2 Documents of unsuccessful tenders can be destroyed three years after the date the relevant contact has been executed

23. Notification of Tender/Quotation Results

23.1 The successful supplier shall be notified by the Purchasing Office as soon as practicable after the relevant approval has been obtained to accept the tender, so that placement of order can be made or contract documents can be signed as soon as possible.

23.2 Only until the successful supplier has been notified and the order be placed without misunderstanding on the terms of the order/contract, information of regret shall be sent to

other renders notifying them the result of the tender.

23.3 Notification of regret should not contain any information on the terms of the offer accepted.

24. Contract Management:

24.1 In principle, the term of a procurement contract shall not exceed one year, except in the following circumstances: where a long-term contract is conducive to obtaining a lower price or better service, or where a long-term contract is more conducive to the stability, safety or efficiency of College operations and management.

24.2 Prohibit the signing of automatic renewal or indefinite procurement contracts, and be wary of signing procurement contracts with an 'n+m' contract period.

24.3 Additional contracts for construction safety shall be added to all the College's construction contracts.

24.4 The relevant obligations of suppliers under these Regulations shall be clearly agreed upon in the contract.

24.5 Purchases of less than $10,000 may be made without a written procurement contract.

24.6 In principle, full prepayment is not permitted for procurement projects, and where full prepayment is the only option, a thorough assessment of the supplier's solvency and ability to perform is required.

Acceptance of the procurement project by the person who accepts the procurement project according to the specifications and standards agreed in the contract, after acceptance, the Purchasing Office or the department requesting the purchase requisition initiates the payment application based on the contract, and the Financial Office reviews and executes the payment application based on the payment method and amount agreed in the contract

25. Legal Responsibility:

The relevant staff of the College shall comply with the provisions of these Regulations. Violation of the provisions of these Regulations shall, depending on the seriousness of the case, be subject to appropriate disciplinary action in accordance with the College's Personnel Management Regulations; in serious cases, the employment contract shall be terminated; if it results in loss to the College, it shall be liable for financial compensation; if it constitutes a criminal offence, the College shall report the case to the judicial authorities or make a complaint.