

Office of The Vice - Chancellor

University of Peradeniya

INTERNAL MEMO

Ref No: VC/IM/FIN/2023/7

TO : All Deans
Acting Registrar
Bursar

FROM : Vice-Chancellor

DATE : 23.11.2023

SUBJECT : REQUESTING APPROVAL TO APPOINT TECs

The Management Committee meeting held on 06.10.2023 has approved the attached template to nominate expertise/ members to the Technical Evaluation Committees.

Therefore, you are hereby informed to use this approved template to request approval to appoint TECs from 1st December 2023.

Thank you.



VICE-CHANCELLOR

23/11/2023

Vice - Chancellor
University of Peradeniya

cc. 1. DVC - For your information please Sri Lanka

FORMAT FOR REQUESTING THE APPOINTMENT OF TEC

DETAILS OF THE PROCUREMENT OFFICER

Faculty/ Centre/Division:.....

Name and Designation:

DETAILS OF THE PROCUREMENT

(a) Title:

(b) Reference number:

(c) Works/Goods/Service/Consultancy Service:

Good requisition officer:.....

Please suggest the field of expertise needed for the Technical Evaluation Committee and suitable nominees (Refer to the instructions given below)

I. Field of expertise required: (please specify the field title as appeared in the TEC members list for the relevant

year:.....

II. Capacity	Name	Designation	Department/Division
--------------	------	-------------	---------------------

Chairman:

Member1:

Member2:

.....

Signature and rubber seal of the requesting officer

.....

Date:

.....

Recommendation of the Dean/Registrar

.....

Date:

The above TEC is appointed to the above procurement subject to the following;

- Issuing a letter of appointment to the committee members
- Obtaining conflict of interest declarations from each member of the TEC before commencing the TEC as decided by the Council at its 503 held on 04.04.2021 and 512th meeting held on 29.01.2022. (a requirement under 1.4.3 of the Procurement guideline 2006)

Vice-Chancellor
University of Peradeniya

Date

Instructions

1. *TEC should be appointed prior to each procurement.*
2. *There shall be a minimum of three members in the TEC, where one member should be a technical expert, and one member should be an officer knowledgeable in Procurements. The chairman should be outside of the department concerned. Nominees should be permanent staff members of the university.*
3. *At no stage the composition, names, or any other details of the TEC members shall be divulged to the bidders. When direct negotiations are required with the bidders, TEC members should communicate only with the bidders. All such communications should be done through the PE*
4. *As per 2.4.3 of the Procurement Guideline, all members of TECs shall give priority to the duties assigned to them in the TECs over their routine functions. Therefore, it is advisable to get prior consent from the nominees, depending on their availability, before nominating them for a particular TEC. Please make sure they are available for pre-bid meeting/s and related TEC meetings.*
5. *The end user cannot be served in the TEC. However, in the case of research grants and where the TEC requires more clarifications to arrive at a decision, the end user can serve as an observer.*
6. *The Local Supplies branch of the University publishes an annual list of members of the University to serve TEC in specific subject areas. However, any expertise outside of this list can be nominated to serve as a Chairman/Member of the committee.*