##  Procurement Guideline reference 2.11.3

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| **Minute of the Regional Procurement Committee** |
| Nature of the Procurement Committee | *RPC* | Name of the Procurement Entity | *FACULTY OF VETERINARY MEDICINE & ANIMAL SCIENCE* |
| Title of Procurement |  |
| Meeting no: |  | Date |  |
| **Present**  |
| Members of the Procurement Committee  | Others (On invitation) |
| 1. Prof. P.G.A Pushpakumara – Chairman, Dean /FVMAS2. Dr H.P.V.D.S Bandara – External Member, Registrar / Veterinary Drugs - DAPH3. Ms. A.N Wijenayake –Assistant Bursar/FVMAS  | N/A |
| Main observations made: |
|  **Summary of the main decisions taken**:Eg:Regional Procurement Committee granted its approval to purchase below mentioned items from the selected suppliers considering the Technical Evaluation Committee recommendation.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item No | Item | Supplier | Qty  | Amount (Rs) | VAT (Rs) | Total(Rs) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | Total |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | Total |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | Total |  |  |  |  |

|  |  |
| --- | --- |
| Grand Total |  |

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| --- | --- | --- | --- |
| **Name** | **Capacity** | **Agree with the above decision/s (yes/no)** | **Signature** |
| Prof. P.G.A Pushpakumara | Chairman |  |  |
| Dr H.P.V.D.S Bandara | External Member |  |  |
| A.N. Wijenayake | Member |  |  |

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