

- (c) All meetings of Tenders Board shall contain a minute and the secretary of the Ministerial Tender's Board shall cause the minutes of the procurement proceeding to be circulated to all members of the Board.
- (d) The minutes of meeting of the Ministerial Tenders Board shall be written to reflect the matters discussed, members' resolution, and signed by each member of the Board.
- (e) The decision of the Ministerial Tenders Board shall be communicated in writing to the Honourable Commissioner or the most senior Public officer of the procuring entity who is responsible for implementation.
- (f) Provided that where the Law, Regulation or Guidelines of a procuring entity makes express provision for the composition of the Ministerial Tenders Board, its provisions shall prevail.

18. For procurements below the prior review & monetary threshold, the Tenders Board of a procuring entity must undertake a review of the procurements in accordance with the Law and in a manner which shall involve:

Procedure for
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below Threshold

- (a) an assessment of compliance with the process for procurement stipulated in the Law and any implementing regulation or Guidelines for the time being in force;
- (b) a confirmation of the capacity of the proposed contractor to perform the contract with respect to technical competence of personnel and availability of equipment;
- (c) an assessment of the fitness for purpose of the project, where applicable;
- (d) an ascertainment of the reasonableness of the price;
- (e) a confirmation of value for money from the proposed procurement; and
- (f) a determination of the terms of contract and time frame for expected goods, works or service delivery which shall be attached to the letter of award.