

## STORES TENDER BOARD.

3. In the matter of procuring stores by tender, a Board to be known as the Stores Tender Board shall be appointed by the Public Service Commissioner, and shall consist of the following members:—

- (a.) An officer of the Public Works Department.
- (b.) An officer of the Lands Department.
- (c.) An officer of the Post and Telegraph Department.
- (d.) An officer of the Government Printing Office.
- (e.) An officer of the Department of Justice.
- (f.) An officer of the Department of Mental Hospitals.

## RULES GOVERNING CONSIDERATION OF TENDERS BY TENDER BOARD.

4. (a.) The members of the Tender Board shall, at the commencement of every financial year, elect from among their number a Chairman, who shall hold office till the end of the financial year in which he is elected. If any vacancy in such office occurs during the currency of any financial year, it shall be filled by similar proceeding. The Chairman shall preside at all meetings of the Tender Board, but if he be absent the Board shall elect from among the number then present a Chairman, who shall preside at such meeting.

(b.) Questions arising at any meeting of the Board shall be decided by a majority of votes; each member present shall have one vote. In case of an equality of votes, the Chairman shall have a second or casting vote.

(c.) Each member of the Board must attend personally when called upon by notice to do so, but in the event of circumstances precluding his attendance at any time the authority of the permanent head of his Department must be obtained for another officer to act in his place.

(d.) The Tender Board shall meet at times to be decided by the Chairman.

(e.) Three members shall form a quorum.

(f.) A tender box shall be provided with two locks to have wards diverse from the other, one key to be in possession of the Chairman and the other in that of the Secretary to the Board. Upon the tenders being removed from the tender-box each tender shall be numbered, and it shall be initialled by at least two members of the Tender Board present when the box is opened.

(g.) In no case shall tenders be opened except in the presence of a quorum of the Board.

(h.) All tenders deposited at offices other than the office of the Tender Board must, immediately after the time fixed for closing of tenders, be despatched unopened by registered package addressed to the Chairman, Stores Tender Board.

(i.) No tender shall be considered unless it is securely enclosed in an envelope, on the outside of which is clearly stated the supply for which it is a tender.

(j.) All tenders must be deposited at the place and within the time stated in the advertisement calling for tenders. Any tender received after the advertised time shall not be entertained unless there are special circumstances which in the opinion of the Board justify a departure from the rule.

(k.) Every tender must be accompanied by a deposit in the form and for the amount described in the general or special conditions of contract. Any tender received without a deposit, or with a deposit in any form other than that described in the said general or special conditions of contract, is liable to be declared informal and rejected on that ground.

(l.) All deposits, with the exception of those of the two lowest tenderers in each case, shall be returned as soon as practicable after the Board has considered the tenders. The second-lowest tenderer's deposit shall be returned immediately after the execution of contract documents by the lowest tenderer, or within thirty days of the date fixed for the closing of tenders.

(m.) When the Board has to deal with tenders requiring the advice of a technical expert, the Secretary to the Board shall be instructed to request the attendance of such expert.

(n.) The Tender Board shall not be bound to accept any tender. If a tender other than the lowest is accepted, the reasons for not adopting the usual course shall be entered in the minute-book.

(o.) In the event of an accepted tenderer failing to complete the contract documents, the tenders may be reconsidered by the Tender Board, which shall determine whether the second-lowest or any tender shall be accepted or fresh tenders invited.