

11. If any Department submits demands for stores not included in the schedules, the Tender Board shall give directions in respect to the mode of obtaining such stores.

12. The Tender Board shall also deal with such other matters as may be referred to it from time to time.

13. The Tender Board shall present a report during the month of April in each year to the Public Service Commissioner of its operations during the preceding twelve months.

#### PURCHASE UNDER COMPETITIVE QUOTATION.

14. Stores not exceeding £100 in value in any one class which are not included in any contract schedule, the supply of which may be necessary to meet the requirements of any Department, may be obtained by competitive quotation.

The procedure in this respect shall be as follows :—

The Department requiring the stores shall issue quotation forms as may be prescribed to persons or firms in a position to supply such stores.

The terms and conditions under which quotations for such stores are invited will appear on the quotation forms, and any quotation received not strictly in accordance with such terms and conditions will render it liable to be rejected.

When such quotations have been obtained a comparative summary shall be prepared, checked, and certified correct, and submitted to the permanent head of the Department, who will decide which quotation shall be accepted: Provided always that if it is not intended to accept the lowest quotation, the matter must first be submitted to the Minister of the Department for approval.

15. Where stores are obtainable from one source only it will not be necessary to call for tenders, but every such case must first be submitted to the Minister of the Department for approval.

#### DIRECT PURCHASE WITHOUT COMPETITION.

16. In special cases in which loss or inconvenience would be caused to any Department in procuring supplies, &c., under the general provisions of these regulations, stores of small value may be obtained or repairs effected and paid for by the permanent head concerned, or such officer as may be authorized, who will be held responsible for any improper expenditure. The cost of stores purchased under this clause upon any one requisition shall not be in excess of £10. A return of all such transactions shall be made each month on the prescribed form to the permanent head of the Department for transmission to the Minister.

#### PURCHASE OF STORES IN CASE OF EXTREME EMERGENCY.

17. Notwithstanding the provisions of Regulations Nos. 14 and 16, in cases of extreme urgency the Chairman of the Tender Board may, upon representation by the permanent head of any Department, authorize the purchase of stores to a value sufficient to cope with the particular emergency, but every such case shall be reported by the permanent head to the Tender Board and placed on record:

Provided that if any condition shall arise whereby the officer in charge of any works is unable to communicate with the Permanent Head, he may purchase sufficient stores to cover the emergency, reporting immediately all particulars to the permanent head, which shall be forwarded to the Tender Board; but it must be distinctly understood that this course is only to be adopted in cases where approval cannot be obtained within sufficient time to meet the emergency, and that such purchase is limited to the immediate actual requirements.

#### REGULATIONS FOR GUIDANCE OF OFFICERS.

18. Subject to these regulations, the permanent heads of Departments shall draft rules for the guidance of every one employed in connection with the management and control of stores. There shall also be embodied in the rules particulars of the books and forms to be used in the Stores Branch, together with instructions in respect to their purpose and application. Such rules shall be based, wherever practicable, on the principle that requires concurrence of knowledge and action upon the part of two or more officials to consummate a transaction. Before adoption, such rules must be submitted to the Public Service Commissioner for approval.