AFRICA CENTRE OF EXCELLENCE FOR NEGLECTED TROPICAL DISEASES AND FORENSIC BIOTECHNOLOGY (ACENTDFB)

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Appointment of Procurement Committee (PC)

The Management Committee under the chairmanship of the Centre Leader shall define the terms of reference and membership of the PC to handle specific responsibilities in the implementation of the procurement plan as specified hereunder:

Membership of Procurement Committee

i. The Deputy Centre Leader, who shall be the Chair of the Committee;
ii. Two Principal Investigators
iii. Laboratory Manager or his representative;
iv. A member of the Technical evaluation committee, who is knowledgeable in the subject matter of the procurement under consideration;
v. The Finance Officer or his representative
vi. The Store Officer
vii. Representative of the legal unit;
viii. Procurement Officer, who shall be the Secretary of the Committee

Terms of Reference

i. Advertise and solicit bids in compliance with guidelines issued by the BPP from time to time;
ii. Where applicable, determine and set bid security;
iii. Design and issue bid-submission receipt;
iv. Receive and maintain appropriate documentation for bids received, examine bids received, obtain a ‘certificate of No Objection’ to contract award and make submissions to the University’s Tenders Board;
v. Debrief the bid losers on request;
vi. Resolve complaints and disputes, if any;
vii. Obtain and confirm the validity of any performance guarantee;
viii. Announce and publicise contract awards;
ix. Execute all contract agreements.

Approval Date: November 13, 2026

Signature: 

Name and Status of Approving Officer: Prof Y.K.E. Ibrahim, Centre Leader