

## **E7. Equipment and General Purchases Tender Committee**

### **採購招標委員會**

#### **Terms of Reference**

1. To decide on tenders for the supply of non-capital items with a value above a stipulated amount, determined by the Executive Vice President.
2. To keep the stipulated amount under periodic review and to advise the Executive Vice President from time to time on changes to this amount.
3. To decide on tenders for the supply of non-capital items with a value at or below the stipulated amount, in cases such tenders are referred to it by the Director of Finance.
4. To submit an annual report to the Executive Vice President covering the Committee's activities for the previous 12 months from 1<sup>st</sup> July to 30<sup>th</sup> June.
5. To propose, among other sources, changes in the Manual of Purchasing Procedures for consideration by the Executive Vice President.

#### **Composition**

Chairman : Executive Vice President [as appointed by the President] or a senior staff member [as appointed by the Executive Vice President]

Prof. Maurice Yap, Chair Prof.(SO) (1 Jul 2020 – 30 Jun 2022)

Members : Three full-time staff members of the University, at least two of whom are at Chair Professor/Head of Department level or above, appointed by the Executive Vice President

Prof. Samuel Lo Chun-lap, Head(ABCT)  
(1 Jul 2020 – 30 Jun 2022)

Prof. Zhang Ming, Head(BME) & Chair Prof.(BME)  
(1 Jul 2021 – 30 Jun 2023)

Ir Prof. Michael C. H. Yam, Head(BRE)  
(1 Sep 2021 – 30 Jun 2023)

Director of Finance

Miss April Wong

Secretary : A member of staff from the Finance Office, appointed by the Director of Finance

Ms Angela Liu, ADoF (Purchasing)

*Effective from 1 September 2021*