

Tender Committee Charter

1. The Tender Committee ("TC") is a committee of the Board of Directors of YMCA of Singapore (the "Association"). Its key duty is to review the tender documents submitted for projects requiring tender, and to select and appoint the most appropriate vendor for the project. The TC is to discharge its duties with due care, skill and diligence as a prudent investor under natural circumstances.
2. The Board of Directors shall appoint at least 3 of its members to the TC. The chairman of the TC shall be appointed by the Board of Directors. TC can co-opt up to a maximum of 2 non-directors into the TC. Members of the TC, as a guide, may serve up to 2 terms of 2 years each.
3. A meeting of the TC will be called where required and managed by Finance Department. At each meeting, at least 50% of the members must be present to form a quorum. Decision made during the meeting should have the approval of at least 50% of the members present. If the vote results in a tie, the Chairman of the TC has the right to decide on the matter.
4. Members of the TCP should avoid any situation where their personal interest is in conflict, presently or potentially, with the interest of the Association. In cases where such conflict situation is not avoidable, the particular member concerned should make known the situation to the rest of the TC and abstain from participating in the discussion and decision making of that particular matter.
5. The TC shall have the right to waive off the requirement of a tender should the circumstances require such a decision, and the reason will be duly reported to the Board of Directors for record purposes.
6. The specific responsibilities of the TC includes ensuring that the tender requirements are met and the most value-for-money tenderer be selected for each tender.