

**SUBSIDIARY LEGISLATION**

---

**TELECOMMUNICATIONS TENDERS RULES**

ARRANGEMENT OF RULES

**RULE**

1. Citation.
  2. Interpretation.
  3. Establishment of Committees.
  4. Composition of Committees.
  5. Functions of Committees.
  6. Power of Executive Director to award contracts.
  7. Duties of Secretary.
  8. Meetings of Committees.
  9. Quorum.
  10. Decisions of Committees.
  11. Disclosure of interest.
  12. Tendering process.
  13. Invitation to tender.
  14. Submission of tenders.
  15. Rejection of tenders.
  16. Tenders Box.
  17. Withdrawal of tender.
  18. Opening of tenders box.
  19. Consideration of tenders.
  20. Deviations, errors and omissions in tender.
  21. Acceptance of tender.
  22. Form of contract.
  23. Tender performance deposit.
  24. Disposal of surplus.
  25. Confidentiality of documents.
  26. Maintenance of records, etc.
  27. Central Tenders procedures.
-

**TELECOMMUNICATIONS TENDERS RULES**

74/2005.

*made under section 54(3)*

1. These Rules may be cited as the Telecommunications Tenders Rules, hereinafter referred to as “the Rules”. Citation.

2. (1) In these Rules— Interpretation.

“Act” means the Telecommunications Act;

“articles” means all goods, materials, stores, vehicles, machinery, equipment and things of all kinds;

“Authority” means the Telecommunications Authority of Trinidad and Tobago established under section 4 of the Act;

“Board” means the Board of the Authority established under section 6 of the Act;

“Board Tenders Committee” means the Committee established by the Board pursuant to subrule 3(2);

“committees” means the Board Tenders Committee and the Operations Tenders Committee, and “committee” means either of them;

“competitive bidding process” means the tendering process described under subrule 12;

“competitive selection” means the process of selection of the most competitive tender based on the evaluation criteria prescribed by the Authority and stated in the relevant Invitation to Tender;

“Invitation to Tender” means any invitation issued by the Authority to members of the public to supply articles, undertake works or services, apply for the right to use a telecommunications resource, or apply for a right to be given by the Authority or the Minister under the Act, whether such invitation is referred to as an Invitation to Tender, Request for Proposal or otherwise;

“Operations Tenders Committee” means the Committee established by the Board pursuant to subrule 3(1);

“public tendering process” means a tendering process open to the public, as described in subrule 11(5);

Ch. 45:55. “relative” means spouse, cohabitant within the meaning of the Cohabitation Relationships Act, father, mother, brother, sister, son or daughter of a person;

“selective tendering process” mean a tendering process involving only persons or entities selected by the Authority in accordance with subrule 11(3);

“services” means consultancy services of all kinds;

“State” means the Republic of Trinidad and Tobago;

“telecommunications resource” means a national resource used to provide a telecommunications network or telecommunications service;

“works” means construction and maintenance of buildings, equipment and engineering works and works of all kinds.

(2) Unless otherwise defined herein, terms used in these Rules shall have the meanings given in the Act.

(3) References to a “Rule” are references to the relevant rule in these Rules.

Establishment  
of Committees.

**3.** (1) There is hereby established an Operations Tenders Committee for the purpose of—

- (a) inviting, considering, accepting or rejecting offers for the supply of such articles, works or services, as are necessary for carrying out the functions of the Authority; and
- (b) disposing of any surplus articles belonging to the Authority with the approval of the Board,

where the total value of such articles, works or services is more than one hundred thousand dollars, but less than five hundred thousand dollars.

(2) There is hereby established a Board Tenders Committee for the purpose of—

- (a) inviting, considering, accepting or rejecting offers for the supply of such articles, works or services, as are necessary for carrying out the

functions of the Authority, where the total value of such articles, works or services is more than five hundred thousand dollars;

- (b) when instructed by the Board, inviting and evaluating on behalf of the Board, tenders submitted in respect of a competitive bidding process for—
  - (i) the grant of the right to use a telecommunications resource; or
  - (ii) the grant of the right to provide a public telecommunications network or telecommunications service or a broadcasting service; and
- (c) disposing of any surplus articles belonging to the Authority where the total value of such articles, works or services is more than five hundred thousand dollars.

4. (1) The Operations Tenders Committee shall be appointed by the Board and shall comprise—

Composition of Committees.

- (a) the Executive Director;
- (b) the Corporate Secretary who shall be an *ex officio* member and Secretary of the Committee; and
- (c) three officers of the Authority (at least one of whom shall be a senior finance/accounting officer), one of whom the Board shall appoint as Chairman.

(2) The tenure of a member of the Operations Tenders Committee appointed under paragraph (1)(c), shall be for such period as the Board considers appropriate.

- (3) The Board Tenders Committee shall comprise—
  - (a) any three members of the Board determined by resolution of the Board from time to time;

- (b) two persons such as the Board considers appropriate, having regard to the subject matter being considered and the expertise of such persons; and
- (c) the Corporate Secretary, who shall be an *ex officio* member and Secretary to the Committee.

(4) In exercise of the authority vested in them under these Rules, the Committee may from time to time consult with such officers of the Authority or the required other persons having regard to the award of a contract or tender.

(5) A member of the Board Tenders Committee appointed under Rule 4(3)(b) shall be appointed by the Board only for the duration of any evaluation under Rule 3(2)(b).

(6) The Board shall be entitled by resolution to remove any member of any Committee at any time, save that—

- (a) a member of a Committee shall only be removed while that Committee is engaged in a tendering process if that member is guilty of misconduct, dishonesty or corrupt practices in relation to that process or has otherwise acted to prejudice the fairness of that process; and
- (b) if the removal of a member of a Committee makes inadequate the composition of that Committee as required by subrule 4(1), that member shall be replaced by a suitably qualified person forthwith.

(7) Subject to the provisions of subrule 4(4), the Board shall forthwith remove any member of any Committee who for any reason is no longer eligible to sit on that Committee under the conditions set out in subrule 4(1).

Function of  
Committees.

- 5.** (1) The Board Tenders Committee shall—
- (a) in respect of tenders for the supply of goods or services or the undertaking of works of all kinds necessary for the carrying out of the functions

of the Authority, where the total value of such articles, works or services is more than five hundred thousand dollars—

- (i) act for the Authority in inviting and considering tenders;
  - (ii) make recommendations to the Board or make decisions on behalf of the Authority on the acceptance or rejection of tenders; and
  - (iii) award contracts in respect of accepted tenders;
- (b) invite, and using a competitive bidding process, evaluate tenders for the right to—
- (i) use a telecommunications resource;
  - (ii) provide a public telecommunications network or telecommunications service; or
  - (iii) provide a broadcasting service,

and make recommendations to the Board on the acceptance or rejection of such tenders.

(2) The Operations Tenders Committee shall—

- (a) in respect of tenders for the supply of articles or services or the undertaking of works of all kinds necessary for the carrying out of the functions of the Authority, where the total value of such articles, services or works is more than one hundred thousand dollars, but less than five hundred thousand dollars—
- (i) act for the Authority in inviting and considering tenders;
  - (ii) make recommendations to, or make decisions on behalf of the Authority on the acceptance or rejection of tenders;
  - (iii) award contracts in respect of accepted tenders; and

(b) subject to the provisions of rule 24, dispose of surplus articles of the Authority.

Power of Executive Director to award contracts.

6. (1) The Executive Director shall—

- (a) have power to award contracts up to the value of one hundred thousand dollars and in respect of the award of contracts may delegate such authority to officers of the Authority, setting such limits as he deems appropriate; and
- (b) submit to the Board Tenders Committee on a quarterly basis, reports in respect of contracts awarded under the authority granted to him.

(2) For the purpose of enabling action under this provision, neither the Operations Tenders Committee nor the Executive Director (or any officer so authorised by the Executive Director) shall subdivide the quantity of articles to be supplied or works and services to be undertaken into two or more portions so that the value of any portion empowers them to act.

Duties of Secretary.

7. (1) The duties of the Secretary shall include the organisation of agendas, the circulation of documents and the recording of the Minutes of each meeting.

(2) In the absence of the Corporate Secretary an officer of the Authority shall be appointed by the Executive Director to carry out the functions of Secretary.

Meetings of Committees.

8. (1) Each Committee shall meet as often as it considers necessary or expedient for the proper carrying out of its functions as determined by its Chairman.

(2) Notice of meetings together with agendas shall be circulated to members at least forty-eight hours before the time fixed for such meetings.

(3) Minutes of all meetings in proper form shall be kept by the Secretary and shall be confirmed and certified by the Secretary at the next succeeding meeting of the relevant Committee.

(4) Copies of certified Minutes of the meetings of all Committees shall be forwarded to the Board for information together with copies of such relevant documentation that the Committee considers appropriate.

(5) The Board may from time to time request and the relevant Committee shall provide, such additional documentation as the Board may require regarding any matter contained in the Minutes of any meeting of a Committee.

9. For the purpose of any vote on any matter, whether carried out at the meeting of a Committee or on the basis of papers circulated, a simple majority shall constitute a quorum. Quorum.

10. (1) Decisions shall be taken at meetings or, in cases where the Chairman of a Committee shall so direct, by each member casting his or her vote in writing following the circulation of relevant papers among the members. Decisions of Committees.

(2) Papers shall not be circulated to a member who through illness, absence from office or otherwise is incapacitated from voting.

(3) At the next meeting of a Committee following the circulation of papers the decision of that Committee in respect of a matter that was circulated shall be recorded in the Minutes of the meeting.

(4) The dissent of any member in respect of a decision shall be properly recorded.

(5) Decisions shall be by a majority of votes and for that purpose the Chairman shall have both an original and a casting vote.

(6) Any document purporting to record a decision of a Committee and signed by the Secretary of the relevant Committee or the person designated in accordance with subrule 7(2), is admissible as *prima facie* proof that the decision was recorded.

11. (1) A person involved on behalf of the Authority in the process of tendering for articles, works, services, a right to use a Disclosure of interest.



telecommunications resource, a right to provide a public telecommunications network or telecommunications service or a broadcasting service who has—

- (a) a financial or other vested interest; or
- (b) a relative who is a member of, or has a financial or other vested interest,

in a business entity which has submitted a tender for the supply or purchase of articles, the undertaking of works or services, a right to use a telecommunications resource, or a right to provide a public telecommunications network or telecommunications service or a broadcasting service, shall disclose his financial or other vested interest or that of his relative and shall remove himself from all aspects of the tendering process.

(2) A person who fails to comply with the provisions of this rule, shall be subject to the disciplinary action of the Authority, unless he can prove that he did not know that the relevant business entity had submitted that tender.

Tendering  
process.

**12. (1) Whenever—**

- (a) articles are required to be supplied to, or works or services are required to be undertaken on behalf of the Authority, and the total value of such articles, works or services exceeds one hundred thousand dollars;
- (b) a right to use a telecommunications resource is to be granted by the Authority via a competitive bidding process; or
- (c) a right to provide a public telecommunications network or telecommunications service or a broadcasting service is to be recommended to the Minister by the Authority via a competitive bidding process,

the Executive Director shall make a written request to the Secretary of the relevant Committee to invite tenders.

(2) Where the selective tendering process may not be used in the case of a matter referred to the Board Tenders Committee under subrule (1)(b) or (1)(c), the relevant Committee or the Executive Director, as the case may be, shall determine whether an Invitation to Tender shall be public or selective.

(3) A selective tendering process may be utilised where—

- (a) there is only one source or a limited number of sources of supply of articles, works or services;
- (b) the articles are spares or replacement parts or from part of a system already in use by the Authority;
- (c) articles that form part of the inventory of stock items of the Authority, the replenishment of which is repetitive and can be obtained at the same price or less than that previously negotiated; or
- (d) the articles, works or services are—
  - (i) propriety or specialised goods or services;
  - (ii) supplied or disposed of on a repetitive basis; and
  - (iii) the work to be carried out is on a site where a contractor is already operating and the employment of a second contractor would hinder the progress of the project.

(4) Where a selective tendering process is to be implemented in accordance with subrule (3), the Authority shall identify as many suppliers of the required articles, works or services as is reasonably practicable, and shall issue Invitations to Tender to all such suppliers, save those who have indicated their unwillingness to participate.

(5) Unless a selective tendering process is implemented in accordance with subrule (3), the tendering process shall be a public tendering process and the Invitation to Tender shall be open to any qualified member of the public, wherever situated, and shall be posted on the official website of the Authority and

published in at least one daily newspaper circulating in the Republic of Trinidad and Tobago.

(6) In relation to either a public tendering process or a selective tendering process, the Executive Director or the relevant Committee (whichever is responsible), shall consider all valid tenders received, and where more than one tender is received the process of evaluation shall be a competitive bidding process, which may include—

- (a) prequalification of tenders; and
- (b) competitive selection,

or such other processes the relevant Committee or the Executive Director may consider appropriate in each circumstance having regard to the nature of the subject of the tender.

Invitation to tender.

**13.** (1) The Invitation to tender shall contain—

- (a) a sufficient description of the articles required, the scope of works or services to be undertaken, the telecommunications resource to be granted or the right to be recommended;
- (b) the criteria for evaluation of tenders as prescribed by the Authority;
- (c) the place where additional information can be obtained;
- (d) the form or manner in which the offer is to be made; and
- (e) the time and place for the closing and opening of the tenders.

(2) Invitation to Tender shall be signed by the Chairman or the Secretary of the relevant Committee, or in the case of tenders for articles, works or services of a value of less than one hundred thousand dollars, by the Executive Director.

(3) The information that is required to be posted or published in relation to Invitations to Tender in respect of

articles to be supplied, or works or services to be undertaken, shall include the following:

- (a) a description of the articles, works or services for which the tender is invited;
- (b) a tentative indication of the period of the year for which such articles, works or services are required;
- (c) a brief description of the Authority's bidding processes; and
- (d) the name of the contact person and mailing address, telephone number, fax and/or e-mail address from whom additional information may be obtained.

(4) Where the Invitation to Tender is in relation to matters referred to in subrule 3(2)(b), the information that is required to be posted or published as the case may be, shall include the following:

- (a) the right or resource for which the proposals are being invited;
- (b) the opening and closing dates for the tender;
- (c) the name of the contact person and mailing address, telephone number, fax and/or e-mail address from whom additional information may be obtained; and
- (d) other information deemed appropriate by the Authority.

(5) The Authority shall be entitled to extend the time for the submission of tenders in relation to any Invitation to Tender, by publishing in the *Gazette* and at least one daily newspaper circulating in Trinidad and Tobago, a notice to that effect.

**14.** (1) A tender shall be submitted in the manner specified in the Invitation to Tender and signed by the person submitting the tender or proposal or in the case of a business entity, by a duly authorised officer and shall be enclosed in a sealed envelope addressed to the Secretary of the relevant Committee.

Submission of  
tenders.

(2) The tender shall contain such certification as is necessary to satisfy the requirements of the Income Tax and Value Added Tax legislation and shall be submitted along with the bid documents and where relevant, such certification as is relevant to its incorporation as required under Companies legislation.

(3) Where a tender has been altered in any way the alteration shall be initialled by a duly authorised officer.

(4) The Committees may require, as a condition for the collection of tender documents, the payment of non-refundable deposits in such sums as may be determined by the Authority.

(5) The relevant Committee may require persons desirous of submitting tenders to deposit with the Authority such sums as may be determined by the Authority and in respect of any sum to be deposited in excess of one hundred thousand dollars the approval of the Board shall first be sought and obtained in writing.

(6) Sums deposited in accordance with subrule (5) may be forfeited where—

- (a) the person making the deposit fails to submit a tender;
- (b) the person whose tender is accepted fails or refuses to enter into a formal contract; or
- (c) the person submitting a tender withdraws the same.

Rejection of tenders.

**15.** (1) A Committee or the Executive Director, as the case may be, shall reject any tender that does not comply with these Rules.

(2) The Authority shall make available within seven days of a request from a rejected bidder, reasons for the rejection of the tender.

Tenders Box.

**16.** (1) Specially constructed boxes, bearing the inscription “Tenders Box” shall be kept at the offices of the Authority and in such other places as may be necessary in which all tenders shall be placed.

(2) Each box shall have two independent locks, which shall be usually kept in the custody of the Corporate Secretary.

(3) During any tendering process the key to one of the locks shall be kept in the custody of the Chairman of the Committee inviting a tender or the Executive Director, as the case may be, and returned to the Corporate Secretary on completion of the tendering exercise.

**17.** (1) Prior to the opening of a tender, it may be withdrawn by the tenderer or the duly authorised representative, sending a letter to that effect to the Chairman of the relevant Committee, or the Executive Director.

Withdrawal of tender.

(2) Withdrawal of a tender is effective, if the letter is delivered to and received by the relevant Chairman or the Executive Director, prior to the opening of the relevant tender.

**18.** (1) On the date and the time fixed for the opening of the tenders, the persons having custody of the keys shall unlock the box and remove and open the tenders found therein, and every person submitting a tender shall be entitled to be present either personally or through a duly authorised representative at the opening of the Tenders Box.

Opening of tenders box.

(2) The persons opening the tenders box shall initial the offers found therein, cause a note to be taken of the number of tenders submitted, the names of the tenderers and such further information as the Committee directs.

(3) The announcement of received tenders shall be an open event for a competitive bidding process.

**19.** (1) After tenders have been opened, they shall be considered by the relevant Committee or the Executive Director as the case may be.

Consideration of tenders.

(2) All tenders shall be considered based on the evaluation criteria prescribed by the Authority for that process, as specified in the relevant Invitation to Tender.

(3) The evaluation of each bid shall be recorded, signed and dated by the members of the relevant Committee or the Executive Director as the case may be and a written decision on the winning bid and reasons therefore, included as part of the record.

(4) Where a competitive bidding process involves procurement of articles, works or services or any other process in relation to which the Authority will create a liability for itself or the State, or make a recommendation which would, if followed, create a liability for itself or the State the lowest evaluated bid shall ordinarily be recommended.

(5) Where the lowest evaluated bid is not recommended, a justification for rejecting that bid shall be included as part of the record.

(6) Where a competitive bidding process is an auction or any other process in relation to which the Authority will generate revenue for itself or the State or make a recommendation which would, if followed, generate revenue for itself or the State, the highest evaluated bid shall, ordinarily be accepted.

(7) Where the highest evaluated bid is not recommended, a justification for rejecting that bid shall be included as part of the record.

(8) All tenders and associated working papers shall be held fully confidential before and after the award, including any price lists or other documents containing competitive information from bidders and tenders sent for evaluation shall be kept in a locked cabinet.

Deviations,  
errors and  
omissions in  
tender.

**20.** (1) In this Rule, the following definitions apply:

- (a) "deviation" means departure from the specified requirements;
- (b) "error" means a mistake in the presentation of arithmetic information or its expression in words; and
- (c) "omission" means the failure to include some or all of the required information or documentation.

(2) The Authority shall determine whether an application or bid is substantially responsive to the requirements set out in the Invitation to Tender based solely on the application or the bid itself.

(3) An application or bid is substantially responsive to the requirements set out in the Invitation to Tender if it conforms to all of the terms, conditions and specifications of those requirements, without non-reparable deviations, reservations, omissions or errors.

(4) A non-reparable deviation, reservation, omission or error is one that, if accepted by the Authority, would do the following:

- (a) affect in a substantial manner the scope, quality or performance of the articles, works or services to be provided;
- (b) limit in a substantial manner, inconsistent with the requirements of the Invitation to Tender the Authority's rights or the obligations of the applicant or bidder; or
- (c) significantly affect the competitive position of other applicants or bidders who submitted substantially responsive applications or bids.

(5) If an application or bid is not substantially responsive to the requirements of the Invitation to Tender, the Authority shall reject it and it may not subsequently be made responsive by a correction of the non-reparable deviations, reservations, omissions or errors that originally rendered it non-responsive.

(6) The tendering process shall allow for the possibility of correcting deviations, reservation, omissions and errors that are reparable, provided that the application or bid is substantially responsive to the requirements of the Invitation to Tender and in such cases the Authority may—

- (a) waive any deviation, reservation or omission in the application or bid that does not constitute a material deviation;



- (b) request that the applicant or bidder submit the necessary information or documentation within a reasonable period of time, to rectify such reparable omissions, provided that such omission is not related to any aspect of the price of the bid; and
- (c) correct arithmetical errors on the following basis:
- (i) if there is a discrepancy between the unit price and the total price obtained by multiplying the unit price and the corresponding quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Authority the decimal point in the unit price has been obviously misplaced, in which case the total price as quoted shall govern and the unit price shall be corrected;
  - (ii) if there is an error in the total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; or
  - (iii) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetical error in which case the amount in figures shall prevail subject to (i) and (ii) above.

(7) Where the applicant or bidder does not accept the correction of errors, the application or bid shall be rejected.

Acceptance of tender.

**21.** (1) Where a tender has been accepted, the tenderer shall be notified of its acceptance and, in the appropriate case, of the requirement to enter into a formal contract with the Authority and provide security in the manner and to the extent that may be required under these Rules.

(2) Prior to the finalisation of the contract, the relevant Committee may approve a variation that increases or decreases the total value of the contract by less than ten per cent unless such variation is in excess of one hundred thousand dollars, in which case the approval of the Board is required.

(3) Subrule 21(2) shall not be applicable to a competitive bidding process in respect of a matter referred to the Board Tenders Committee under subrule 3(2)(b).

22. (1) Every written contract shall be in such form as the Authority shall determine and in this regard the Authority shall consult with the Solicitor General on the form of its contracts from time to time.

Form of contract.

- (2) Every contract shall, *inter alia*, specify where applicable—
- (a) a description of the articles to be supplied, the works or services to be undertaken, the use of a telecommunications resource, the right to provide a public telecommunications network or telecommunications service, or a broadcasting service, as the case may be;
  - (b) the price to be paid for the supply of such articles, the undertaking of such works or services, the use of a telecommunications resource or the right to provide a public telecommunications network or telecommunications service, or a broadcasting service;
  - (c) the duration of the contract;
  - (d) the amount of damages payable by the contractor for delay or non-completion within the period stipulated;
  - (e) termination for breach of conditions;
  - (f) the voiding of the contract where the tenderer is found to have made any gift or given any reward to a member of the relevant Committee

or a member of the Authority for the purpose of being considered favourably for the contract;

- (g) terms and conditions as determined by the Authority;
- (h) technical specifications relevant to the contract, as determined by the Authority; and
- (i) signature of an agreement between the successful tenderer and the Authority or Minister, as the case may be.

Tender performance deposit.

**23.** (1) Where a performance deposit or bond is a condition of the contract and such contract is completed in accordance with the terms and conditions of the contract, the performance deposit shall be refunded or the performance bond released.

(2) Where the contractor fails to complete the contract in accordance with the terms and conditions of the contract, the performance deposit or the amount secured by the bond or a proportionate part thereof as agreed between the parties in the contract shall be forfeited.

(3) The Corporate Secretary shall certify the fulfillment of the contract terms and conditions as agreed between the Authority and the tenderer.

Disposal of surplus.

**24.** (1) The Operations Tenders Committee may authorise the sale and disposal of any surplus articles by public auction or such other method of disposal, as it considers appropriate.

(2) Where articles are valued in excess of five hundred thousand dollars, the approval of the Board shall be required for the disposal of such articles.

(3) Where the articles are valued at less than one hundred thousand dollars, the Executive Director may likewise authorise the sale and disposal of such articles.

(4) A member of staff of the Authority shall attend every such sale and a written report shall be submitted to the Executive Director or the Operations Tenders Committee, as the case may be, on the results of the sale.

(5) For the purpose of purporting to give itself authority to act under this rule, neither the Operations Tenders Committee nor the Executive Director shall assume authority under this rule by subdividing the quantity of the goods to be disposed of into two or more portions so that the value of the portions falls within their respective financial authority.

(6) The Executive Director shall cause the proceeds of sale to be credited to the appropriate revenue item of the budget of the Authority.

**25.** (1) The Authority shall not disclose any information relating to the examination, evaluation or comparison of applications and technical or price proposals, or the recommendations for prequalification, selection and award of the contract to participants in a prequalification or bidding process, to any other person not officially involved in the evaluation.

Confidentiality  
of documents.

(2) A person who performs a duty on behalf of the Executive Director in respect of tenders shall regard all document and information relating thereto as confidential.

(3) A Board member, member of staff of the Authority or any appointee to a Committee having possession or control of a document or information relating to any tender, who at any time communicates or attempts to communicate information contained in such a document to an unauthorised person shall be subject to the disciplinary action of the Authority.

(4) The Executive Director shall not be entitled to tender for the supply of articles or the undertaking of works and services.

(5) A member of staff of the Authority, other than the Executive Director, may tender for the supply of articles or the undertaking of works and services where the value of the articles, works or services is less than twenty thousand dollars.

**26.** For the procurement of any articles, works and services, the use of a telecommunications resource or the right to use a

Maintenance of  
records, etc.

public telecommunications network or telecommunications service, or a broadcasting service, the Authority shall maintain proper records and in particular shall maintain the following:

- (a) a document explaining the procedure used in the tendering process, including prequalification and bidding documents, comparative selection procedures, auction procedures (rules), if any;
- (b) the recommendations of the selection committee;
- (c) proof of the notification of the result of the bidding process to all participants; and
- (d) a copy of the contract, duly signed.

Central Tenders  
procedures.

Ch. 71:91.

**27.** In respect of any matter not expressly provided for in these Rules, the Authority shall be guided by the provisions of the Central Tenders Board Act, however in instances of any conflict between these Rules and the procedures of the Central Tenders Board, these Rules shall apply.