



Punjab Skills Development Fund

Procurement Committee Charter

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Contents

- 1. Purpose3
- 2. Committee Composition3
- 3. Removal and Vacancy3
- 4. Meetings3
- 5. Committee Authority and Responsibilities4
- 6. Responsibilities of the Secretary of the Committee4

1. Purpose

The purpose of the Procurement Committee (PC), herein after referred as “The committee”, is to review and make recommendations to the Board on procurement related matters as stated in the Committee Authority and Responsibilities sections of the Charter. The Committee may also like to overview the evaluation/results/outcomes of such procurements.

2. Committee Size and Composition

- a. Board of Directors (“the Board”) should constitute the committee comprising of at least three (3) Members from among the Board.
- b. The number of independent directors in the Committee shall be proportionate to the independent directors forming part of the Board.
- c. Chairman of the committee shall be a Non-Executive Independent Director nominated by Board of Directors, who shall not be the Chairman of the Board.
- d. The presence of majority of the members shall form the quorum.
- e. The Board may dissolve / re-constitute the committee any time at its discretion.
- f. Concerned Head of Department, PSDF shall attend the meeting in which any item related to procurement has been included in the agenda of the meeting or upon invitation by the committee.
- g. Head of Procurement Department, PSDF, or any other person appointed by the committee in his/her absence shall be the Secretary of the committee.

3. Removal and Vacancy

- a. A member may resign from the committee and may also be replaced at any time by the Board. In case a member ceases to be a Director, they shall automatically cease to be a member of the committee.
- b. The Board will fill vacancies in the committee by appointment from among the Directors of the Board.

4. Meetings

- a. The committee shall meet once every quarter or as often as its Chairman or majority of its members deem necessary or appropriate, in person, telephonically or electronically, and at such times, places and manner as its Chairman may determine.
- b. In the absence of the committee Chairman, the remaining Board members present shall select one from amongst themselves to chair the meeting. Members of the committee have the right to invite any person to attend for all or part of any meeting, as and when they deem it appropriate and necessary.

5. Committee Authority and Responsibilities

The committee has the following authority and responsibilities:

- a. Review and recommend the Board appropriate measures to streamline and simplify the procurement of works, goods and services.
- b. Identify, review and recommend the Board for new and innovative procurement best practices and strategies to bring value for money in the business.
- c. Review the financial limits of Delegation of Authority (DOA) for procurement related matters and recommend changes to the Board for approval.
- d. Review the company policies and procedures in line with the applicable Procurement Rules and recommend changes for the improvement to the Board for approval.
- e. To review and make recommendations to PSDF's Procurement Rules as per the donor's requirement (by invoking clause 5 of the PPRA Rules) for the approval to the Board.
- f. Management will apprise and update the outcomes of schemes/programs approved by the Research, Program Design & Business Evaluation Committee of the Board for program procurement.
- g. Review the list of debarring & blacklisting of Suppliers, appraised by the Management.
- h. To approve the non-program Procurement in accordance with the DOA limits.
- i. To approve the unbudgeted non-program procurements on the recommendations of management, provided that those are beyond DOA limits of management and/or cannot be met with re-appropriation of the financial year budget.

6. Responsibilities of Secretary of the Committee

- a. Head of Procurement, Punjab Skills Development Fund or any person nominated in his / her absence by the committee should be Secretary of the committee:
- b. The Secretary shall be responsible, in conjunction with the Chairman, for drawing up the agenda along with working papers and circulate it at least seven (7) days prior to each meeting.
- c. He/She shall be responsible to communicate to the Secretary of the Board, at least ten (10) days before the Board meeting along with the complete set of supporting documents, the agendas to be presented to the Committee which will require Board's approval or which have already been approved by the Committee.