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Terms of Reference (TOR) for Negotiation and Procurement Committee (NPC)

1. Composition:

The Negotiation and Procurement Committee (NPC) shall be a functional committee established by the Board.

2. Purpose:

The Negotiation and Procurement Committee (NPC) will be a means by which the Board can get guidance on the negotiation and procurement of the CMSF. Its primary responsibility will include support the Board by cost-effectively acquire the necessary supplies from a list of efficient vendors who will deliver quality goods on time, abiding by the purchasing terms.

3. Membership of the committee:

As per Rule-5, sub rule- 15 ((iii), The Board shall formulate necessary committee or subcommittee to accomplish the objectives and purpose of the Fund as mentioned in sub-clause (ii).

As per Rule-5, sub rule- 15 (iv) The Board shall fix the terms of reference (TOR) of the committee or the sub-committee.

4. Responsibilities:

The committee will be responsible for CMSF's human resources management activities. The specific responsibilities that the committee will carry out on behalf of the Board are as follows:

- Leading a strong procurement team
- Procure as per the approved budget.
- Manage Supplier Network.
- Develop the organization's purchasing policies
- Identify Source, Negotiate, and Review Supplier Contracts.
- Acquiring on detail information about the market, citing current prices and fair

rates for supplies.

- Monitoring, reviewing, and analyzing bids and quotes with potential suppliers.
- Monitoring, reviewing, and analyzing service agreements and contracts
- Overseeing sources for purchasing supplies
- Streamlining costs on the basis of the competitive market price.
- Negotiating good-supplier agreements
- Managing supplier and vendor contracts

5. Meetings

The committee will meet as often as it considers necessary.

6. Reporting Authority

- a. The NPC shall be responsible and accountable to the Board, through the Chairman of CMSF.
- b. NPC shall perform their duties as per the terms of reference (TOR) as determined by the Board from time to time.