

COMM O CO/NC L NANC COMM

- C n he Hon reas rer e officio
- he Chair an of the Co nci e officio
- he Vice Chair an of the Co nci e officio
- he Principa e officio
- he Dep ty Principa e officio
- ice Principa Strategic De e op. ent e officio

Mr L der No. inees of the Co nci
2 v c n c e

Prof N Stic and No. inees of the
Prof D Ch rch Aca de ic Bo ard

Reference to advise the Co nci on the management of the Co ege s financia
affairs and specific y.

- 2 o reco mend to Co nci the adoption of the consolidated Ann a Acco nts
- o reco mend to Co nci the adoption of an ann a Budget for the Co ege s
acti ities
- o monitor the perfor ance of the Co ege and its constit ent parts against the
appro ed Budget and to report significant variances to Co nci
- 4 o reco mend to Co nci the appointment of in est. ent ad isors, an ers and other
financia ad isors
- o manage the Co ege s in est. ents in consultation ith the in est. ent ad isors
and to report the perfor ance of the Co ege s in est. ents to Co nci
- o reco mend to Co nci any significant changes proposed to the Co ege s
interests in and and property
- o reco mend to Co nci the estab lish ent of subsidiary co panies or
ndertakings and to monitor the perfor ance of s ch co panies or ndertakings
- o consider and e reco mendations on any matter referred to it by Co nci, the
A dit Co m ittee or the Estates Co m ittee

COMM O CO/NC L A/D COMM as at Decr Per 2

- C n Mr R Green
- Dr G Schid
- Dr A ight
- Mr C Mi ne
- Ms Catherine S ar ric

ers of Reference

Constitution

he Co nci has estab lished a co m ittee of the Co nci no n as the a dit
co m ittee

in the event of the merger or dissolution of the institution, to ensure that the necessary actions are completed, including arranging for a final set of financial statements to be completed and signed

Reporting procedures

The minutes or a report of meetings of the committee is circulated to all members of the Council

The committee is prepared an annual report covering the institution's financial year and any significant issues up to the date of preparation

effectiveness of the arrangements for risk management, control and governance and for

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ROYAL VETERINARY COLLEGE CONDITIONS OF CONTRACT

DEFINITIONS

in these Conditions

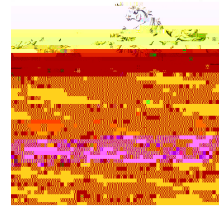
- "BUYER" means the Royal Veterinary College, Royal College Street, London N1 0AA or the Royal Veterinary College, Hatfield Lane, North Mymms, Hatfield, Herts AL9 7TA
- "CONDITIONS" means the standard terms and conditions of purchase set out in this document and unless the context otherwise requires includes any special terms and conditions agreed in writing between the Buyer and the Seller
- "CONTRACT" means the contract for the sale and purchase of the Goods and the supply and acquisition of the Services
- "DELIVERY ADDRESS" means the address stated on the Order
- "GOODS" means the goods including any instalment of the goods or any

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2 the Seller ceases, or threatens to cease, to carry on business or
2.4 the Buyer reasonably apprehends that any of the events mentioned
above is about to occur in relation to the Seller and notifies the Seller
accordingly

NOTICE

Order is personal to the Seller and the Seller shall not assign or transfer or purport to
assign or transfer to any other person any of its rights or obligations under any of its

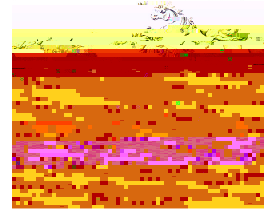


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Edition de. 4



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NAM O O C

Month and year of despatch of ITT

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ECHNOLOGY CONS L ANCY SERVICES relating to the
ENHANCEMEN OF THE S DEN RECORDS SYS EM

Notice No. 1. This Letter of Invitation should be on separate printed headed paper, with an original letter going to each firm on the tender list.

Date

a

De

L O AC: NO L D M N

Date

o Name of Project Manager
Designation/Departmental address
Royal Veterinary College
Royal College Street
London
N

Dear name of Project Manager,

CON AC O O ON O MANA M N CON L ANCY
C e n o NAME OF PROJECT

enclosed receipt of your invitation to tender package
I have received the documents listed in the invitation to tender in
good condition and we intend to tender in accordance with the specified
requirements

or

I do not wish to tender and therefore return the enclosed invitation to
tender package with this letter

Yours sincerely,

For and on behalf of

Details required

i Supply with a copy of your test performed accounts
ii If you wish, supply with any other information you feel right
egit. a te y s pport yo r tender

Note. If you wish to submit alternative proposals in addition to the required proposals these should be included under Appendix C and no under Section of Appendix B

2 Appendix C Alternative proposals

include under this Appendix any alternative proposals you wish to submit for consideration, and their prices. You are not required to complete this Appendix for innovative proposals designed to provide better value for money or drive efficiency

2 Appendix D Functional Requirements

include here details of any areas where you do not appear to comply with the contract as set out in this invitation to tender. Qualifications should only be made if you cannot comply with the requirements of the contract. Any price of your tender is qualified to reserve the right to reject it in total

Description of Work

Objective This Annex should describe the work required and should include self-historical and other management information and expected future trends. However, self-information the tenderer has, the less price padding there is to cover contingencies and the extra risks associated with non-factors.

Background

Objective Describe in detail the background leading to the decision to see consistency help decide. Say whether the required help decide is for an independent review, strategic advice, participation in a joint team, a catalyst for change, consulting, or business presentation. The background should also include any self-historical and other management information and expected future trends.

Proposed Benefits

Objective State the purpose of the Project and the expected benefits. See Purchasing Procedure Note 4 Procurement and Management of Consistency Services.

Methodology

Objective Say how you expect the Consultant to approach the work. This section should be comprehensive and right include statements such as:

- Review present regulations to ascertain what may no longer be relevant. P
- Ascertain current working practices. P
- Incorporate the most recent technology. P
- Discuss with Heads of departments. P
- Jointly with e.g. the Planning Unit Administrator carry out an analysis of. P
- Discuss with the Project Manager how best to and perform the tasks in the manner agreed. P

Deliverables

Objective Give a list of what you expect the Consultant to deliver. The list should include:

- Produce a written report and recommendations on the test should be agreed with Project Manager at stages during the Project, and in final form before production of the final document. P
- Provide day of training to e.g. a class of staff on how to use. P
- Soon after completion of the written report, a date to be agreed, read a hour seminar with a 2-hour presentation to be attended by and covering the following. P
- Provide a comprehensive written specification for. P

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Contents of **nv on o ende**
The sender is to **re** strictly in accordance with the requirements of this **n** itation to **ender** hich, together with any **addenda** that are issued, are together referred to as the **n** itation to **ender**

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Between the College and the tenderer the College reserves the right to accept any part, or all, of any tender or tenders at its sole discretion

2 tender no e ned
No part of the tender submitted will be returned to the tenderer

Results of tender
An evaluation team will consider all tenders correctly submitted and will select one or more for further consideration the "short list" Short listed tenderers may be invited to attend an interview and a oral presentation, for details and reasons which will be sent to those concerned tenderers not short listed will be so informed at the same time unsuccessful tenderers will be given reasons for not being selected on receipt of a request from the tenderer

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A O M O N D

Date

a Name of person to receive tenders and full address, as at paragraph 3.3 of Part 2

Dear Sirs

CONTRACT NO. PROVISION OF CONSULTANCY SERVICES relating to [NAME OF PROJECT]

I have read the information provided in your invitation to tender and subject to and upon the terms and conditions contained in Part 4 Contract Documents I offer to supply the consultancy services described in the invitation to tender in such manner as may be required

I agree that this tender and any contract, which may result therefrom, shall be based upon the documents listed hereon, and that the Buyer is the College

The contract documents as shown in Part 4 of the invitation to tender

The prices to be inserted in the Contract shall be those shown in Appendix A of our tender or, if the College selects an alternative proposal from Appendix C, then the prices shown in Appendix C pertaining to that proposal. These prices may be changed before signature of the Contract to take account of any changes agreed in post tender clarification or negotiation

In other sections of the Contract information provided in Section of Appendix B Additional Information Required by the College, is included

Any qualifications set out by us in Appendix D Qualification of the Contract, shall so apply inasmuch as they are subsequently withdrawn or changes to them are agreed, although we understand that a qualifying qualification may result in your disregarding our tender in total

In Appendix C Alternative Proposals, we include an alternative

A N D X A O O M O N D
N D . B M O N

Notice No e his Appendi sho d be set o t in s cha ay that, insofar as is possible, the tenderer simply has to fill in prices and other information in the blank spaces, i.e. you specify in this Appendix exactly what prices and further information you want this reduces the risk of misunderstanding and enables accurate comparisons to be made between the tenders the drafting should be such that, where appropriate, the whole, or parts, of the Appendix as submitted by the successful tenderer can be lifted and placed

We propose to employ the following members of our consulting staff on this project.

NAME	DURATION

A copy of the attached schedule is being provided to you.

OPTIONAL COST	3

Price Added
 The prices contained herein are to be added to the base price which shall be charged here, where appropriate, in accordance with Government legislation.

Note: Prices for any alternative proposals you wish to include should be included in Appendix C.

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 ADDITIONAL NOMINATION BY COLL

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