

COMM O CO/NC L NANC COMM

- C n he Hon. Member e officio
- he Chairman of the Council e officio
- he Vice Chairman of the Council e officio
- he Principal e officio
- he Deputy Principal e officio
- he Vice Principal Strategic Development e officio

Mr. L. der  
2 v c n c e

No. inees of the Council

Prof. N. Stic and  
Prof. D. Ch. rch

No. inees of the  
Academic Board

Reference to advise the Council on the management of the College's financial affairs and specifically:

- 2 to recommend to Council the adoption of the consolidated Annual Accounts
- to recommend to Council the adoption of an annual budget for the College's activities
- 4 to monitor the performance of the College and its constituent parts against the approved budget and to report significant variances to Council
- to recommend to Council the appointment of independent advisors, bankers and other financial advisors
- to manage the College's investments in consultation with the independent advisors and to report the performance of the College's investments to Council
- to recommend to Council any significant changes proposed to the College's interests in land and property
- to recommend to Council the establishment of subsidiary companies or undertakings and to monitor the performance of such companies or undertakings
- to consider and make recommendations on any matter referred to it by Council, the Audit Committee or the Estates Committee

COMM O CO/NC L A/D COMM

as at Dec. 2

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

References of Reference

Constitution

The Council has established a committee of the Council known as the Audit Committee





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 CANADIAN COLLEGE OF VETERINARY SURGEONS

TERMS AND CONDITIONS

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

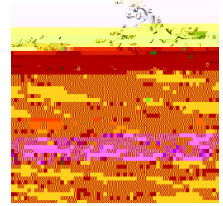
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2 the Seller ceases, or threatens to cease, to carry on business or  
2.4 the Buyer reasonably apprehends that any of the events mentioned  
above is about to occur in relation to the Seller and notifies the Seller  
accordingly

**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

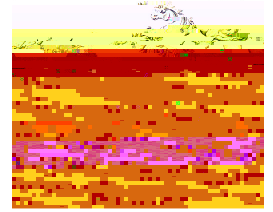


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Edition de. 4



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NAM O O C

*Month and year of despatch of ITT*

**d nce No e.** Change the title to suit the project e.g. NFORMA ON  
ECHNOLOGY CONS L ANCY SERVICES relating to the  
ENHANCEMEN OF HE 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

2 eac no edge receipt of yo r n ition to tender package  
2 e ha e recei ed a the doc r ents isted in the n ition to tender in  
good condition and e intend to tender in accordance ith the specified  
req ire ents

or

2 e do not ish to tender and therefore ret rn the ho e n ition to  
tender package ith this etter

Yo rs sincere y,

For and on beh f of

De ete s req ired



i Supply with a copy of your test performed accounts  
ii If you wish, supply with any other information you feel right  
eg. rate of support your tender

**Note.** If you wish to submit alternative proposals in addition to  
the required proposals these should be included under Appendix C and  
not 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 Specific Contract Conditions**

Include here details of any areas where you do not agree to comply  
with the contract 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 by the reserve the right to  
reject it in total

## Description of Work

**Directive No 6** 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

**Directive No 6** 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

**Directive No 6** State the purpose of the Project and the expected benefits. See Purchasing Procedure Note 4 Procurement and Management of Consistency Services.

### Methodology

**Directive No 6** Say how you expect the Consultant to approach the work. This section should be comprehensive and might 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

**Directive No 6** Give a list of what you expect the Consultant to deliver. The list might 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 a 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



## A 2 COND ON O ND

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Contents of **nv on o ende**  
The sender is to be made strictly in accordance with the requirements of this notation to sender which, together with any addenda that are issued, are together referred to as the notation to sender

2 Return **no ende n**

If, after a conditioning receipt of this package, the sender decides not to send it, the notation to sender package shall be returned immediately

Enquiries **concern n e ende**

Any  $r^2$   $e^4$   $2$   $4$   $r^2$   $n^4$   $a^4$   $c^2$



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 OF 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 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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