

**CHAPTER 69.**

**AUDIT DEPARTMENT.**

*List of Subsidiary Legislation.*

1. British Guiana Financial Regulations.
2. Regulations for the Guidance of the Tender Board.

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**REGULATIONS**

*made by the Governor in Council under section 7 on the 21st January, 1929.*

**REGULATIONS FOR THE GUIDANCE OF FINANCIAL AND ACCOUNTING OFFICERS IN THE PUBLIC SERVICE.**

1. These regulations may be cited as the British Guiana Financial Regulations.

2. The Auditor and Financial and Accounting Officers in the Public Service of British Guiana shall be governed by the regulations for Her Majesty's Colonial Services.

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**REGULATIONS**

*made on the 14th October, 1944, for the guidance of the Tender Board.*

1. These regulations may be cited as the Tender Board Regulations.

2. There shall be a Tender Board consisting of the Comptroller of Customs, the Director of Public Works, or other officer of the Public Works Department appointed by the Governor, the Secretary, Poor Law Commissioners, and two other persons appointed by the Governor. The Comptroller of Customs shall be Chairman of the Board. Three members shall form a quorum. In the event of an equality of votes, the Chairman shall have a casting vote in addition to his ordinary vote.

3. Unless the Government in any special case shall otherwise direct public tenders shall be invited for every article of supply, the annual consumption of which throughout the Public Service exceeds \$50 in value.

4. The Board may, if it considers such a course expedient, allow any article to be excluded from contract.

#### I.—TENDERS FOR SPECIFIC SERVICES.

5. Every notice calling for tenders for supplies applicable to a particular department only, will be prepared by the Head of that Department and submitted to the Chairman of the Tender Board who shall forthwith, if it is in order, cause it to be published in the Gazette and in a daily newspaper.

#### II.—TENDERS FOR SUPPLIES FOR THE SERVICE GENERALLY.

6. The Head of every Public Department shall forward to the Chairman of the Board before the 31st May in each year a list of the estimated quantities of the articles referred to in paragraph 2 required to be supplied under contract during the ensuing calendar year. Articles not previously contracted for shall be included, if the Head of a Department considers it advantageous that they should be brought under contract.

7. The Board shall, if necessary, cause a summary to be made of such articles as it considers should be brought under contract, showing the quantity of each article required for the whole of the Public Service.

8. The Board shall, from time to time, publish in the Gazette and a daily newspaper, a notice inviting tenders for supplies for the Public Service, which notice must appear once a week until a day fixed by the Board, at least three weeks after appearance of the first advertisement, which shall be the final date for receiving tenders.

9. Forms of tenders may be obtained from the Treasury at twelve cents each.

#### III.—GENERAL.

10. Every notice calling for tenders must clearly state up to what day and hour tenders will be received.

11. Every tender must state distinctly the price or prices. No tender based on a sliding scale or at market rate will be considered.

12. The tenderer must enclose his tender in a sealed envelope addressed to the Chairman of the Tender Board, and marked on the outside "Tender for the supply of —."

13. Every tender should be accompanied by a written undertaking by two responsible persons willing to become bound with the tenderer to execute the contract.

14. On the day and at the hour appointed, the Chairman, in the presence of at least one other member of the Board, will open the tenders received, and after each has been dated and initialled by not less than two of the members present, a list shall be prepared of all the tenders received, and this shall be signed by the Chairman of the Board.

The envelope in which a tender has been received shall be carefully preserved with the tender. Tenderers may be present at the opening of tenders.

15. The Board shall as soon thereafter as practicable submit to the Chief Secretary the schedules of tenders and the names of the tenderers recommended by the Board for acceptance.

16. When the lowest tender is not recommended, the reasons for preferring a higher tender must be clearly recorded in the minutes.

17. The Board is authorised to require the services of any Head of a Department or Public Officer to assist or advise in respect of any tender.