

# Finalisation & signing



- Completed standstill period
- Finalised as soon as possible
  - including updates, e.g. the final version of the Specifications or Terms of Reference, the General Contract Conditions, the technical and financial offer of the Tenderer, and any other information relevant to the Contract
- Clarifications on practical details (no negotiations)
- Review & signature by selected Tenderer, before...
- Signature by authorised official as of DOA
- One copy each (short signature on each page)
- Original with CPU
- Copy to PE & CM
- Registration in Procurement Database (pending development – manually for now)
- In force and effect as regulated in the Contract – no backdating

# Publication

Kiribati Public Procurement Web Portal (<http://procurement.gov.ki>)

- Of major public interest:
  - Infrastructure, etc.
  - Major savings (tax money)
    - Press release to be considered



Kiribati Central  
Procurement Unit

# Archiving



- Well-ordered and comprehensive set of records
- Original copies of (MVH & HVP)
  - Contracts or Framework Agreements, including all communication and documents related, e.g.
    - Complete Evaluation Report
    - Award decision
    - Contract Management Reports
    - Performance assessments, etc.
  - Shall be stored at the Central Procurement Unit

# Organised Public Procurement folder

- Market assessment
- Preparatory notes, e.g. minutes from user group meetings
- Appointment of Evaluation Committee members and signed Certificates
- Invitation to Tender documents
- Questions and answers communications
- All Tenders received in time
- The Procurement Report, from Opening minutes to Evaluation and recommendation for Award, including all evaluations – individual and consolidated – clarifications, meeting minutes, etc.
- The Award decision and the Award Letter
- Complaints and appeals, including decisions
- The Contract or Framework Agreement (Requests for Sub-Tenders and Sub-Tenders, and Suborders to be included as they are executed) including Contract or Framework Agreement Amendments, including minutes of meetings with Economic Operators
- Contract Management Report and performance grading

# Contract Management



During performance of Services or execution of Works (MVP & HVP)

Comprises:

- Project Management (not FWA)
- Contract Management

With different roles & responsibilities

Cooperating

Included in the preparation of the Specification or TOR

Included in the evaluation committee

Performance evaluation

# Project Management

- Monitor compliance and performance against the terms and conditions of the Contract
- Necessary and sufficient monitoring procedures
- Deviations from or breach of the Contract
- The Contract suitability
  - In relation to other parts of any relevant project
  - Coordinate possible improvements or adjustments with the project manager of the Economic Operator
  - Inform the Contract Manager with a written recommendation on a Contract Amendment.
- The Contract can only be amended with a binding effect on the Procuring Entity by a Contract Amendment signed by the public officer delegated with such authority in the DOA
- Follow the rules and instructions on Project Management separately provided by the Procuring Entity



# Contract Management

- Change management
- Contract Amendments
  - Signed in accordance with the DOA
- Notices & requests in SCC
- M&E procedures in place
  - Check delivery times
  - Possible indexes
  - Billing & payment
  - Risk factors
- Feedback to the Service Provider, Consultant or Contractor on performance
- Follow-up meetings (at instalment dates or checkpoints)
- Performance Evaluation Report to the CPU



# Performance Evaluation



Grading	Score	Criteria
Exceptional	5	Exceeds many of the objectives as per the contractual deliverables to the benefit of the Procuring Entity; deliverables completed early or on time; where necessary, any corrective actions taken were effective; deliverables including technical performance exceeded expectations
Very good	4	Meets the objectives as per the contractual deliverables and exceeds some to the benefit of the Procuring Entity; deliverables were completed on time; corrective actions taken were effective; deliverables including technical performance were within expectations
Satisfactory/good	3	Meets the minimum requirements as per the contractual deliverables; most of the deliverables were completed on time; corrective actions taken required Procurement Entity input
Acceptable	2	Failed to meet some of the requirements as per the contractual deliverables; the current scope of deliverables partially completed; and deliverables were partially met but full completion unlikely
Unsatisfactory	1	Does not meet most contractual obligations; full completion unlikely; corrective actions were ineffective; the current scope of deliverables incomplete; corrective actions failed to resolve related issues or were not implemented; deliverables were not met
Not evaluated/new	0	Not yet evaluated. Has had no Contract with the Government of Kiribati since the system of Performance Evaluation was introduced.
Blacklisted	-1	Blacklisted by the Government of Kiribati or in accordance with the mandatory exclusion criteria



# Closure

- Project & Contract Managers determine fully satisfactory conclusion
- Confirmation to the Service Provider, Consultant or Contractor
- Including performance assessment summary
- Public Procurement dossier to the CPU, for archiving, including:
  - Market Assessment
  - Invitation to Tender (ITT)
  - Questions & Answers
  - Evaluation Report
  - Complaints and appeals history
  - Award Letter
  - Performance Evaluation
  - Procurement Reference number

## PROJECT CLOSURE TEMPLATE

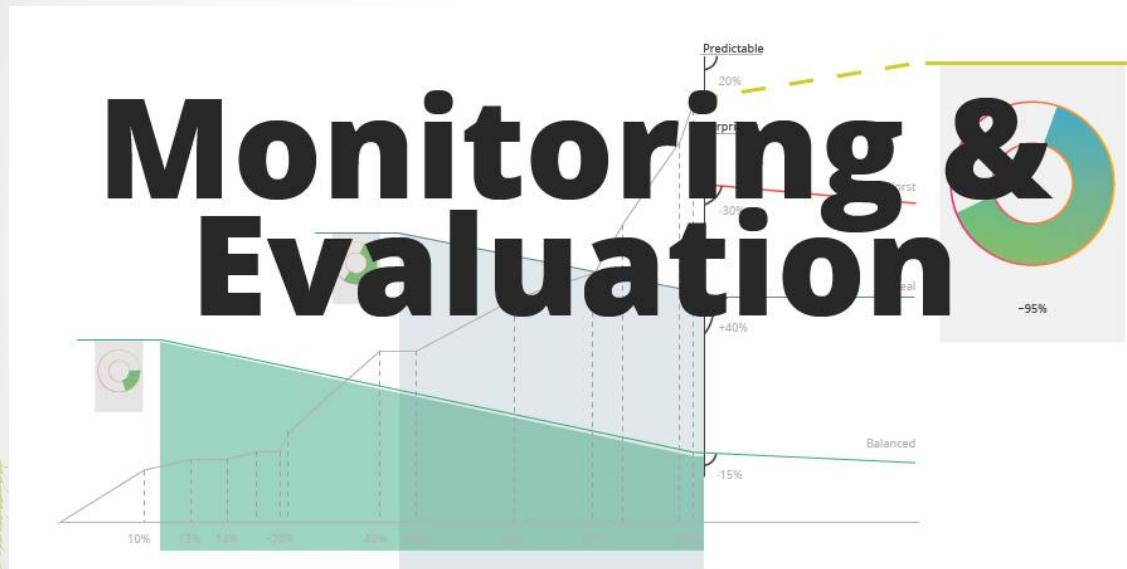


 **Project Closure**  
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# Monitoring & Evaluation



- Public Procurement is a complex process involving many actors with different tasks, interests, background, qualifications and competence
- Monitor to detect potential shortcomings, inefficiencies and improvements – for learning
- The CPO has the overall responsibility for an efficient and effective Public Procurement
- Inputs from the Procuring Entities are important, since they experience the application and consequences while executing Public Procurement.
- The Manual is the main operating instrument
  - Updating the Manual for Improvements
- The CPO can also propose changes to the Public Procurement Act and Regulations, e.g. in the Annual Procurement Report
- Post-procurement audits provide inputs to improvements of the legal framework, enhanced training or other actions

# Annual Public Procurement Reports

The CPO to the SFED under Q1 – published upon approval – possible content

- Period covered
- The strategic goals
- Suggestions for improvements
- An executive summary
- A brief overview of the Public Procurement system in Kiribati
- Statistics:
  - The value of public procurement, if possible, per PE and deviation from APP's
  - The value and number of MVP and HVP respectively
  - The allocation between Goods, Consulting Services, Standard Services and Works
  - The number of Economic Operators awarded contracts
  - The average number of Tenders for MVP and HVP, respectively
  - The number of Single-Source Procurements, including per PE, and which were compliant, and which were irregular and why
  - The number and value of Framework Agreements concluded
  - The number of CCAB and CAC meetings
  - The number of non-approved procurement award requests at CCAB
  - The most common types of non-compliances
  - The number of complaints and appeals, respectively, and the share of corrected awards versus total number of cases
  - The value of international and domestic contracts, respectively, and cooperation's between such actors
  - The level of contracts with sustainability criteria
- Efficiency and activities for improvement
- Effectiveness and activities for improvement
- Trust with stakeholders (survey)
- Domestic growth activities
- Other relevant information