

PUBLIC PROCUREMENT TRAINING 2022

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1. THRESHOLD OF PROCUREMENT

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- b. Low Value Procurement
- c. Medium Value Procurement
- d. High Value Procurement

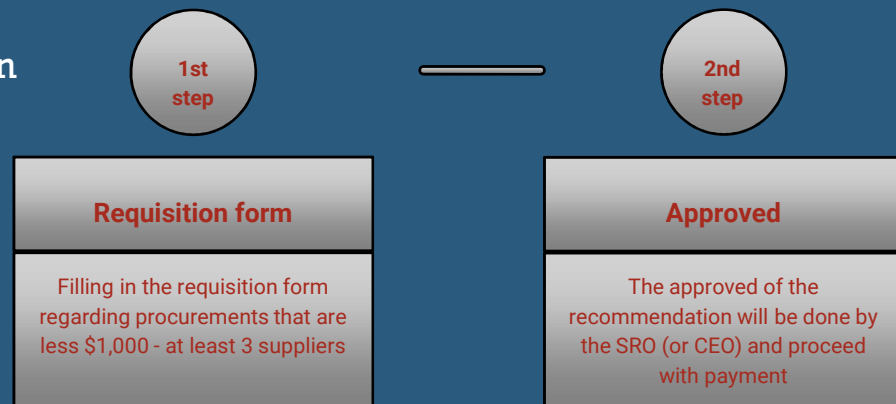


ANNEX I –DELEGATION OF AUTHORITY

PUBLIC PROCUREMENT THRESHOLDS	
CATEGORY OF PUBLIC PROCUREMENT	THRESHOLD VALUES (AUD)
VERY LOW VALUE PROCUREMENT – VLVP	0-999
LOW VALUE PROCUREMENT – LVP	1.000-9,999
MEDIUM VALUE PROCUREMENT – MVP	10.000-49,999
HIGH VALUE PROCUREMENT – HVP	50,000>

a. VERY LOW VALUE PROCUREMENT

- Procurement which are less than \$1,000.
- Using the Requisition form to find quotation from at least 3 suppliers
- Approved from Senior Responsible Officer (Secretary or CEO)



b. LOW VALUE PROCUREMENT

- The procurement cost is less than \$10,000 which is between \$1,000 to \$9,999
- The procurement process will include the Request for Offer (RFO) template
- The procurement for this threshold will be within the Procuring Entity
 - Advertising and launch of the tender
 - Tender opening and tender evaluation will be held within the Procuring Entity
 - The winning supplier will be approved by the SRO
 - Tender summary for LVP is required as a supporting document for payment

● LOW VALUE PROCUREMENT PROCESS

1

Filling in the RFO template

2

Advertising and launching of the RFO - on facebook page

3

Tender opening and tender evaluation

4

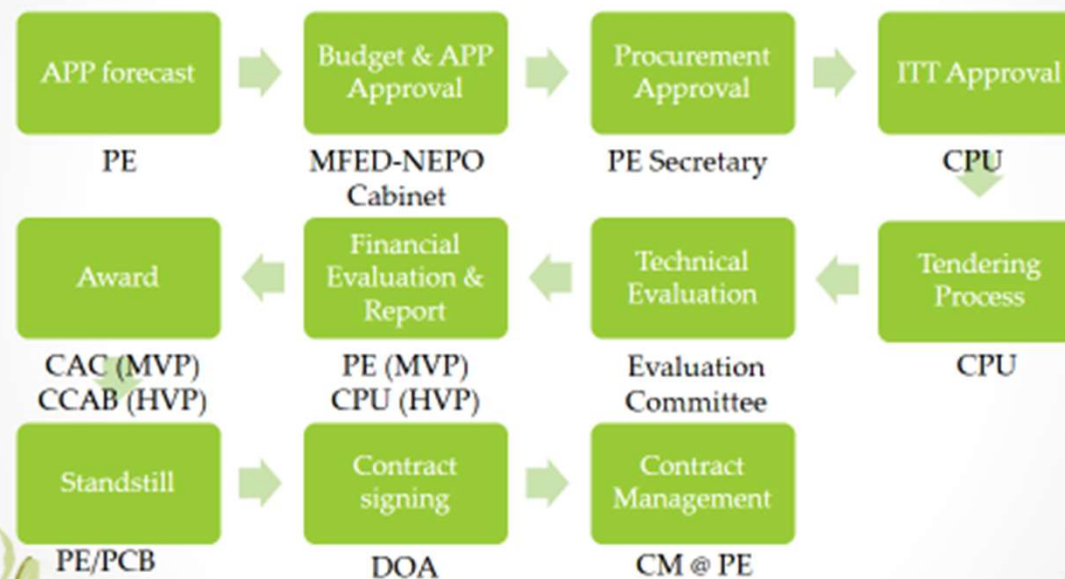
Winning supplier to be approved by SRO

5

Filling in the tender summary for LVP to proceed with payment

**MEDIUM VALUE
PROCUREMENT & HIGH
VALUE PROCUREMENT**

Procurement above AUD10.000 (MVP & HVP)



PROCUREMENT ABOVE AUD\$10,000 (MVP & HVP)

APP Forecast

- Procuring entities shall prepare an annual public procurement forecast for each medium and high value procurement of goods, services and works needed for the upcoming fiscal year

Budget & APP approval

- Procurement shall not be initiated before the full budget for the Goods, Services and/or Works in question has been approved and included in the APP.
- In the absence of a designated budget allocation, Public Procurement may be exceptionally be initiated written approval by the NEPO within the MFED, and notification to the CPO

Procurement Approval

- Shall be approved by the Secretary/OIC or CEO of the Procuring Entity

PROCUREMENT ABOVE AUD\$10,000 (MVP & HVP)

ITT Approval

- The ITT templates shall be drafted and approved by the Central Procurement Unit

Tendering Process

Deadlines for submitting tenders:

- 20 calendar days for RFPQ
- 45 calendar days for RFP
- 25 calendar days for RFQ

Technical Evaluation

- Procuring entity may define technical criteria which Tender must fulfil.
- Such mandatory criteria must be fulfilled for the tender to be further evaluated
- Tenders that are eligible to be evaluated based on the technical criteria shall thereafter be evaluated by the Evaluation committee

PROCUREMENT ABOVE AUD\$10,000 (MVP & HVP)

Financial Evaluation & Report

- Financial components, including where applicable price, operational and Life Cycle costs, disposal, training, maintenance, spare parts, warranties, etc.
- Evaluation report shall be prepared by the PE with aspects of the evaluation.
- Evaluation reports and other relevant documents and recommendation shall be provided to the relevant awarding authority.

Award

- Contract Award Committee (CAC) is to review and made decision for the award of Medium-Value Procurement Contracts.
- Central Contract Award Board (CCAB) is to revise and made decision for the award of the High-Value Procurement Contracts.

Standstill

- 14 calendar days for complaints period
- If a complaint or appeal is filed by a tenderer, a PE shall not sign the contract/Framework agreement until a decision is issued by the PE, the CPO or the Procurement complaints Board, as applicable

PROCUREMENT ABOVE AUD\$10,000 (MVP & HVP)

Contract Signing

- After the standstill period, PE shall submit the Contract/Framework Agreement documents to the awarded tenderer for its signature
- The contract/Framework agreement shall comprise the Draft Contract, the final version of the Specifications/TOR, technical and financial offer of the tenderer, and any other relevant information.
- The Secretary/OIC or CEO of the PE shall sign the contract for Medium Value Procurement
- The Minister of the PE shall sign the contract for the High Value Procurement

Contract Management

- The PE shall appoint a Contract Manager who shall be responsible for all contractual matters of the contract, including change management and amendments
- PEs shall ensure that Contract Managers undergo relevant training and capacity building to ascertain and increase their operational functionality and expertise

c. MEDIUM VALUE PROCUREMENT

- The procurement cost is less than \$50,000 which is between \$10,000 to \$49,999
- The process for this threshold include the Model Document or Invitation to Tender templates
- The process will go through the Central Procurement Unit with the help of the Procuring Entity
- The winning supplier will be approved by the Board of SOE
- Documents needed from CPU for supporting documents for payments include
 - Tender summary
 - Minutes of the CAC meeting
 - Contract

d. HIGH VALUE PROCUREMENT

- The procurement cost is \$50,000 and above
- The process is the same as the Medium Value Procurement
- The winning supplier or contract award will be approved by the Central Contract Award Board (CCAB)
- Documents needed from our CPU for supporting document for payment include
 - Tender summary
 - Minutes of the CCAB meeting
 - Contract

● MEDIUM VALUE PROCUREMENT (DELEGATION OF AUTHORITY)

MEDIUM-VALUE PROCUREMENT – MVP										
Action	PROCURING ENTITY – PE					CENTRAL PROCUREMENT UNIT – CPU			Treasury	NEPO
	Requester /user	PEPO	Budget Owner – SRO	Evaluation Committee – EC	Contact Award Committee (CAC) OR SOEs Board for SOEs	PO	CPO	Central Contract Award Board – CCAB	Accountant General	Director of NEPO
Prepare ITT	P	P	R	I		A	I			
Publish ITT		I			I	M	A			i
Q&A	P	P				A				
Receive Tenders		I		I		M				
Evaluate			A	M	I	R	I			
Award		P	E		A		I		i	i
Contract finalization	P	P	R			A	I		I	I
Cancellation of procurement		P	A	i	i	I	I		i	i
Signing of Contract			S			I	I		i	i
Contract Management		M				i				
Archive		i				M				

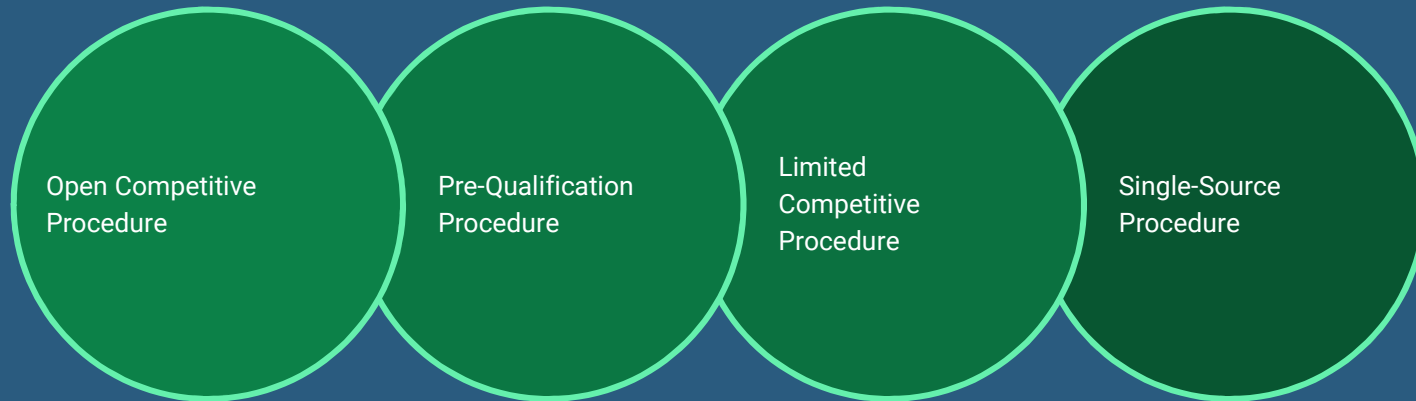
P	Prepare
R	Review & Recommend (to be consulted)
A	Final Approval
E	Endorse
S	Sign
I	(to be) Informed before
i	(to be) informed after
M	Responsible for Management (Do, Execute)

● HIGH VALUE PROCUREMENT

HIGH-VALUE PROCUREMENT – HVP										
Action	PROCURING ENTITY – PE					CENTRAL PROCUREMENT UNIT – CPU			Treasury	NEPO
	Requester /user	PEPO	Budget Owner – SRO	Evaluation Committee – EC	Minister	PO	CPO	Central Contract Award Board – CCAB	Accountant General	Director of NEPO
Prepare ITT	P	P	E	<i>i</i>		R	A	I		
Publish ITT		I				M	A	I		<i>i</i>
Q&A	P	P				A				
Receive Tenders		I		I		M				
Evaluate			A	M			R	I		
Award		P	E				I	A	<i>i</i>	<i>i</i>
Contract finalization	P	P	R			R	A		I	I
Cancellation of procurement		P	A	<i>i</i>		I	<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>
Signing of Contract					S	I	I		<i>i</i>	<i>i</i>
Contract Management		M				<i>i</i>				
Archive		<i>i</i>				M				

P	Prepare
R	Review & Recommend (to be consulted)
A	Final Approval
E	Endorse
S	Sign
I	(to be) Informed before
<i>i</i>	(to be) informed after
M	Responsible for Management (Do, Execute)

2. PROCEDURES OF PROCUREMENT



a. OPEN COMPETITIVE PROCEDURE

- Open Competitive Procedure, where competition is addressed to *all Economic Operators* with the purpose of inviting them to submit a Tender using the Model Documents or ITT templates
- Any interested Economic Operator may submit a tender to take part in Public Procurement

b. PRE-QUALIFICATION PROCEDURE

- PE may decide to launch a Pre-Qualification to select potential Tenderers with sufficient capability for the Goods, Services or Works to be Tendered, therefore limiting the potential number of Tenderers to be invited
- The Request for Pre-Qualification shall be subject to approval by the CPO before issuance
- A request for Pre-Qualification shall consist of at least the following information and documents and be published on the Public Procurement Web portal
 - Invitation
 - Instructions
 - Intended timeline for an Invitation to tender

c. LIMITED COMPETITIVE PROCEDURE

- Public Procurement may be addressed directly to a preselected list of Economic Operators
- Procuring Entities shall be responsible for preparing a list of preselected Economic Operators
- The use of Model Documents or ITT template is applicable in this procedure
- The PE shall invited a minimum number of new and non-graded economic operators, if available.
- Procuring Entities may apply Limited Competitive Procedures only after having received written approval from the Chief Procurement Officer (Secretary of MFED)

d. SINGLE SOURCE PROCEDURE

- Applicable to the Medium and High Value Procurement
- The Procuring Entity shall need to:
 - Request approval for Single source procedure from Chief Procurement Officer by providing evidence of existence of conditions for the use of a Single source procedure
- Before awarding a Single source procurement contract, an approval must be obtained from the Central Contract Award Board - whichever is relevant
- The conditions of the Single-source include the following:
 - Monopoly situations
 - Extremely urgent situations
 - Extremely critical situations
 - Protection of national safety and security
 - Additional deliveries
 - Exceptionally advantageous temporary conditions

3. EXCEPTIONS OF PUBLIC PROCUREMENT

The Exemptions include the following:

- Public employment contracts
- Projects financed by International Donors
- Procurement subject to International treaties
- Bilateral agreements between the Government of Kiribati and foreign public entities/authorities
- Gifts, donations and any form of unconditional grants
- Purchase of Goods, Service or Works outside of Kiribati for the use outside of Kiribati
- Financial investments, loans and guarantees
- Regulatory fees, permits or other public or mandatory fees
- Purchasing or renting of land
- Travel expenses, that are regulated in the Travel Policy of Government of Kiribati

CONCLUSION

To conclude, I hope you learn about:

- Different procurements thresholds per Delegation of Authority
- The types of procedures for the Public Procurement and their conditions
- The exemptions of the Public Procurement Procedures

ANY QUESTIONS??



Thank
You

THANK YOU AND HAVE A BLESSED DAY!!!