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FROM: Acting Chief Executive Officer, Finance & National Planning

TO: All Chief Executive Officers and Heads of Departments

SUBJECT: AGENCY TENDER BOARDS

1.0 Objective

1.1 The purpose of this circular is to inform ministries and departments of the intention to allow Chief Executive Officers (CEOs) to establish Agency Tender Boards commencing January 2006. This is part of the gradual implementation of FMR as provided under the Financial Management Act 2004 and the Finance Instructions 2005.

1.2 This circular is **not** authority for all Chief Executive Officers to establish their Agency Tender Boards.

1.3 It should be noted that the establishment of Agency Tender Boards would only be authorised to those CEOs who have had their Agency Finance Manuals approved and issued.

2.0 Agency Tender Boards

2.1 Under provision 23 of the Finance Instructions each agency must establish an Agency Tender Board to approve procurements costing over \$20,000 but less than \$50,000.

- 2.2 The objective of the Agency Tender Board is to obtain the best possible quality and standard of works, supplies and services at the most economic rates, and where appropriate to obtain the highest proceeds for the disposal of Government stores and property.
- 2.3 The Financial Management Reform (FMR) Team has developed guidelines for establishing Agency Tender Boards (attached as Annex 1). Any comments or feedback on these guidelines must be sent to the Ministry of Finance before 15 December 2005.

3.0 Board Membership and Procedural Requirements

- 3.1 Under provision 23 of the Finance Instructions, the following officers are appointed as permanent members of the Agency Tender Board:
- (a) The Chief Executive Officer or Deputy Secretary, as Chair;
 - (b) A senior officer of the agency;
 - (c) A representative from Government Supplies; and
 - (d) Two senior officers appointed by the Chief Executive Officer through invitation to other agencies.
- 3.2 Chief Executive Officers must ensure that there is consultation within his/her ministry before appointing members. This is important for those ministries that have more than one department under the control of the same Chief Executive Officer and particularly for appointing representatives from the Government Supplies Department and other agencies.
- 3.3 Ministries and departments should now begin appointing board members. The final list of Agency Tender Board members must be sent to the Ministry of Finance for information and recording purposes. As such, Agency Tender Board Members should be finalised by 15 December 2005 in order to meet the effected timeline of January 2006.
- 3.4 Further, ministries and departments should take every effort to understand and comply with the guidelines when establishing their Agency Tender Boards.

- 3.5 Non-compliance of these guidelines will result in the immediate withdrawal of the authority to establish an agency tender board of the CEO concerned.
- 3.6 These guidelines will be issued as a manual when all comments and the list of board members are received. CEOs will be required to sign off on the manual and will be advised individually in writing when their tender boards come into effect.
- 4.0 Conclusion**
- 4.1 This is one of many new and rewarding challenges for ministries and departments and is in line with the gradual rolling-out of other incentives and financial authorities under the FMR.
- 4.2 For any clarifications on the contents of this circular, please contact Marika Luveniyali or Seini Tabete on phone 3307011 ext. 2184 or 2114 respectively, or email mluveniyali@govnet.gov.fj or stabete@govnet.gov.fj.
- 4.3 We look forward to your continued support in ensuring the successful implementation of the FMR.

Paula Uluinaceva

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