

**CIRCULAR NO: 20/2006**

**20 June 2006**

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**FROM: Chief Executive Officer, Finance and National Planning**

**TO: All Chief Executive Officers and Heads of Departments**

**SUBJECT: CHANGES TO AGENCY TENDERS BOARDS  
GUIDELINES & OPERATIONS**

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## **1.0 Objective**

1.1 The objective of this circular is to inform ministries and departments of:

- (i) the amendments in the Agency Tenders Boards guidelines that was issued with Finance Circular 9/2006;
- (ii) the authorisation limits of CEOs and the processes to be followed after Agency Tenders Boards approvals are given;
- (iii) the Board of Survey Guidelines outlining the processes and procedures for disposal of agency assets; and
- (iv) the standard procedure for indent handling, as indents with value between \$20,001 and \$50,000 will now be approved by respective Agency Tenders Boards.

## **2.0 Changes in the Agency Tenders Board Guidelines & Operations of Agency Tenders Boards**

2.1 Agency Tenders Boards should note that tenders sent by facsimile, telex or e-mail, diskettes or CD's, and by telephone would not be accepted. As such, these tenders received should not be placed in a tender box (refer to Sections 12.9 and 12.10 of the Agency Tenders Boards Guidelines). Only hard copy tenders should be placed in the tender box with "Original" clearly marked on the tender.

2.2 The FMR Team has developed a checklist (attached as Appendix 1) that should assist ministries in enabling that their Agency Tenders Boards are operating efficiently and effectively.

2.3 The Government Supplies Department have also assigned their officers to the various Agency Tenders Boards. This list is attached as Appendix 2.

### **3.0 Authorisation Limits of CEOs & Processes After Agency Tender Board Approvals**

3.1 In order to accommodate all purchases approved by the Agency Tenders Boards, **only** CEOs are authorised to approve purchase orders up to a limit of \$50,000, which is the procurement limit of Agency Tenders Board.

3.2 After the Agency Tenders Board has given its approval, the responsible officer within the accounts section of the agency raises a purchase order. The CEO signs the purchase order after verifying the relevant supporting documents which should include the approval from the Agency Tenders Boards.

3.23.3 The authority limit for the CEOs will be increased by the Ministry of Finance (FMIS Unit). This is to allow for the processing of the purchase orders on-line with the new financial management information system.

3.33.4 Ministries that are currently issuing purchase orders manually will continue to process as normal with CEOs endorsing all purchases approved by the Agency Tenders Boards.

3.43.5 This authority is only for purchases approved by the Agency Tenders Boards and should not be abused to carry out any other purchases.

3.53.6 Ministries are required to keep all relevant documentation in relation to the operations of their Agency Tender Board for audit purposes as well for reporting purposes in their Agency Annual Reports.

### **4.0 Board of Survey Guidelines**

4.1 The FMR Team has also developed a set of guidelines for the conduct of a Board of Survey. The guidelines (attached as Appendix 3) outline the

procedures and processes that should be followed when disposing of agency assets.

- 4.2 The guidelines also provide possible options CEOs have in exercising their authority to sell, dispose or write off assets arising out of the recommendations of Board of Survey Reports.

## 5.0 Indent Handling Procedures

- 5.1 To ease arrangements for port clearances of inward cargoes consigned to Controller of Government Supplies on behalf of user departments the following procedures will now be used:

- (i) All indents to show approval date, i.e., meeting number, date of meeting and authorising officer's signature. For e.g., Ministry of Health Agency Tenders Board Meeting No. 5/2006 of 22/05/06

Signed \_\_\_\_\_ Designation

Indents that fall within a CEOs procurement authority limit of \$20,000 and below will need to be approved by CEOs.

- (ii) Shipping Marks address in the indent to clearly show that Controller of Government Supplies is the consignee for the port of clearance and initial receipt purpose.

E.g. Controller of Government Supplies

Walu Bay

SUVA

E-mail:

COGS\_SHIPPING@govnet.gov.fj [COGS\\_SHIPPING@govnet.gov.fj](mailto:COGS_SHIPPING@govnet.gov.fj)

(for onwards to Pathology Laboratory)

- (iii) All indents to be forwarded to Controller of Government Supplies for registration before they are sent to the suppliers.

- (iv) Indents, where payments is to be effected under a letter of credit arrangements, to forward the original Bill of Landing to the bank concerned, **with a non-negotiable copy to the Head of Shipping Section, COGS.** (E-mail:

COGS\_SHIPPING@govnet.gov.fj [COGS\\_SHIPPING@govnet.gov.fj](mailto:COGS_SHIPPING@govnet.gov.fj))

- (v) Specimen signature of all officers authorised to sign Agency Tenders Boards for respective agencies to be held with the Controller of Government Supplies.
  - (vi) Indents should instruct suppliers to forward shipping documents to Head of Shipping Section, Government Supplies and not the Controller, as transmission between the Controller and Shipping Section, often via Senior COGS Management, can take several days, during which clearance is delayed.
- 5.2 These procedures will ensure that a check system is in place and also intended to ease the flow of procurement to customer clearances as only 72 hours is allowed for free storage.

## **6.0 Conclusion**

- 6.1 Ministries and departments are required to note these changes and ensure that the instructions provided in this circular are adhered to.
- 6.2 For any clarifications on the contents of this circular, please contact Seini Tabete on phone 3307011 ext. 2183 or email [stabete@govnet.gov.fj](mailto:stabete@govnet.gov.fj) [stabete@govnet.gov.fj](mailto:stabete@govnet.gov.fj).

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Chief Executive Officer, Ministry of Transport & Civil Aviation  
Chief Executive Officer, Ministry of Youth, Employment Opportunities & Sports  
Secretary General to Parliament  
Auditor General, Office of the Auditor General  
Ombudsman, Office of the Ombudsman  
Director of Public Prosecutions  
Chief Registrar, High Court of Fiji  
Commander, Republic of Fiji Military Forces  
Commissioner of Police, Fiji Police Force  
Commissioner of Prisons, Prisons Department  
Controller, Government Supplies  
Manager, Information Technology & Computing Services  
Government Printer, Printing & Stationery Department  
Government Statistician, Fiji Islands Bureau of Statistics  
Government Archivist, Department of Archives  
Director, Department of Energy  
Director, Mineral Resources Department  
Director, Fiji Islands Maritime Safety Administration  
Director & Registrar, Department of Co-operatives  
Director, Meteorological Services  
Director, Department of Civil Aviation  
Director, Government Shipping Services  
Director, Department of Environment  
Director of Social Welfare, Social Welfare Department  
Director of Immigration, Immigration Department  
Director, Department of Culture & Heritage  
Supervisor of Elections, Elections Office  
Agricultural Tribunal, Office of the Agricultural Tribunal

Official Secretary, Office of the President