

Appendix 1

CHECKLIST FOR AGENCY TENDERS BOARD

1.0 Set up

- 1.1 All members have been appointed and formal confirmation letters sent to each member
- 1.2 Board Secretary has notified members of the calendar of meetings (not necessarily has to be weekly or fortnightly)
- 1.3 Each member has been given a copy of the guidelines

2.0 Meetings

- 2.1 Board Secretary has sent out a notice of meeting to all members
- 2.2 Papers for each meeting have been circulated to all members at least five (5) days before each meeting
- 2.3 Board Secretary has prepared an agenda for each meeting and notified members accordingly
- 2.4 Documentation for all tenders to be considered and decided by the Agency Tenders Board are in order and copies are made available to all members
- 2.5 Board Secretary has opened a file of board meeting papers for each member and distributed accordingly
- 2.6 Board Secretary has maintained a separate file for all tender documents considered and discussed during each meeting
- 2.7 Members have declared their interest where applicable and signed the declaration of interest form
- 2.8 Minutes of each meeting are recorded and circulated within five (5) days after the meeting to individual members
- 2.9 Resolutions for each meeting are recorded and prepared by the Board Secretary and circulated immediately after each meeting for members' signature
- 2.10 A copy of the resolutions to be sent to each member of the board for their records
- 2.11 Decisions of board to be actioned immediately after each meeting and copies of documents maintained by the Board Secretary.
- 2.12 Board Secretary has notified all tenderers via memorandum of the Agency Tenders Board decision.

3.0 Calling of Tenders

- 3.1 Coordinator has obtained the approval of the ATB before calling a tender for the supply of goods, services and works
- 3.2 Tenders are called for the procurement of goods, services or works that are above \$20,000 but below \$50,000 in cost
- 3.3 According to Section 12 of the Finance Instructions, Certificates of Inexpediency have been issued with prior approval of the ATB to the supplier that:
 - (i) only deals in a particular good, service or work;
 - (ii) has a standing annual contract established with the agency; or
 - (iii) has been nominated by an aid agency which is fully funding the procurement
- 3.4 Board Secretary has prepared an advertising format for the tender
- 3.5 Name and addresses of prospective tenderers to whom the Project Officer responsible wishes to issue copies of the tender or letters inviting to tender have also been given to the Board Secretary
- 3.6 Invitations to tender have included the following information:
 - (i) detailed specification of the tender and details of how additional information can be collected/accessed;
 - (ii) any requirements regarding the form in which tender responses should be presented;
 - (iii) final date and time by which all tenders should be received;
 - (iv) the way in which the tender should be marked and address to which it should be delivered;
 - (v) any tender deposit required; and
 - (vi) criteria by which responses will be evaluated.

4.0 Receipt of Tenders

- 4.1 All documents to be supplied by tenderers have been submitted
- 4.2 All tender forms and tender schedule pages were signed by tenderer
- 4.3 Procedures for late tenders were followed
- 4.4 Tender box has been provided at the location specified in the "invitation to tender"
- 4.5 Board Secretary has maintained a Tenders Received Register that comprises the information below:
 - (i) Closing Date of Tenders

- (ii) Opening Mail Date
- (iii) Name of Tenderer
- (iv) Tender Amount
- (v) Name of Persons Responsible for Opening Tenders

5.0 Tender Box

- 5.1 Board Secretary is responsible for the tender box and it should be kept securely in the Secretariat Office
- 5.2 Two (2) keys should be available for the tender box
- 5.3 One key should be held by the Chairman and one by the Board Secretary
- 5.4 Tenders have been placed inside the tender box

6.0 Opening of Tenders

- 6.1 Board Secretary and one other board member have opened the tender box, removed all envelopes endorsed with the reference to the matter in respect of tenders called and relocked the tender box
- 6.2 Representatives of tenderers are present at the opening of tenders
- 6.3 When opened, each envelope and page of each tender is numbered consecutively, officially stamped, dated and initialled
- 6.4 Board Secretary has recorded in a book, called the Tenders Register the name of each tenderer
- 6.5 Board Secretary has issued receipts for amounts received to tenderers where applicable

7.0 Evaluation of Tenders

- 7.1 An evaluation committee has been formally appointed by CEO to consider and evaluate tenders to authorise the acceptance of specialised or technical tenders for civil and capital works and any tenders for the supply of goods or services required exclusively for a department
- 7.2 Members of the evaluation committee have the relevant skills, knowledge and experience appropriate to the value and importance of the procurement
- 7.3 The decisive factors and criteria have been applied in the assessment of each tenderer and should fall into the categories below:
 - (i) Ability of tenderer

- (ii) Financial status and credit rating of tenderer
- (iii) Experience and work background
- (iv) Previous record in providing work, supplies and services to the Government
- (v) Experience, expertise and work capacity
- (vi) Technical compliance with tender specifications

8.0 Contract Documents

8.1 Board Secretary has maintained a Contract Register that contains the information below:

- (i) Tender Number/Contract Number
- (ii) Description
- (iii) Name of Contractor
- (iv) Address of Contractor
- (v) Departmental Approval Date
- (vi) Minister of Finance Approval Date
- (vii) Value of contract approved
- (viii) Date of Contract Awarded
- (ix) Date of Expiry of Contract
- (x) Option to extend available - Yes/No
- (xi) If available for how many years
- (xii) Whether original approval granted includes the Contract value for extension years - Yes/No

8.2 Board Secretary has prepared the contract documents in duplicate

8.3 Agreements have been signed by the Contractor, signed and sealed by the Chairman and other members of the Agency Tenders Board

8.4 First copy of the contract document has been retained by the contractor

8.5 Second copy has been retained securely by the Secretariat Office

8.6 Photocopy of the original contract document has been given to the requesting department for contract implementation purposes

9.0 Local Tenders

9.1 Board Secretary has issued local tenders for supply of goods, services and works that are anticipated to cost more than \$20,000 but less than \$50,000

- 9.2 Advertisements have appeared on at least two occasions in two daily newspapers
- 9.3 Local tenders if necessary have been advertised on a government website or through other means as considered appropriate but clearly specified that tenders are only open to local suppliers

10.0 Annual Tenders

- 10.1 CEO has requested Agency Tenders Board to issue an annual tender for a particular good, service or works regularly required by an agency
- 10.2 Annual contracts have been tendered yearly to allow agencies to obtain best value for money for goods and services being supplied

11.0 International Tenders

- 11.1 Board Secretary of relevant tenders board has issued international tenders for the supply of goods, services and works.
- 11.2 Board Secretary has issued tenders for the supply of goods, services and works that is estimated to cost \$20,000 or more and less than \$50,000 in cost
- 11.3 Controller has been consulted for all international tenders for the supply of goods
- 11.4 Advertisements have appeared on at least two occasions in two overseas newspapers and advertised on a government website or through other means considered appropriate
- 11.5 International tenders also have been advertised locally using the same public media and advertising timeframes that apply to local tendering arrangements

12.0 Indent Handling

- 12.1 Indents between \$20,001 and \$50,000 approved by the ATB have shown approval date, i.e. meeting number, date of meeting and authorising officer's signature
- 12.2 The shipping marks address in the indent has shown that the Controller of Government Supplies is the consignee for the port of clearance and initial receipt purpose

- 12.3 Indents have been forwarded to Controller of Government Supplies for registration before they are sent to the suppliers
- 12.4 Indents, where payments is to be effected under a letter of credit arrangements, to forward the original Bill of Lading to the bank concerned, with a non-negotiable copy to the Head of Shipping Section, Government Supplies Department

13.0 Tender Advertisements

- 13.1 Board Secretary has arranged for an advertisement to be inserted in the Government Gazette to inform the public of each tender called by the Agency Tenders Board
- 13.2 Closing date for tenders has been set no less than three (3) weeks from the date of the first advertisement

14.0 Availability & Distribution of Tender Document

- 14.1 Board Secretary, acting as central distribution point has issued tender documents to tenderers where necessary
- 14.2 Board Secretary has accounted for monies received as payments for tender documents and has paid out refunds if a proposed tender is discontinued or cancelled.
- 14.3 Prospective tenderers have been given one copy of the tender set upon payment of the requisite document charge which is at the discretion of the CEO
- 14.4 Payment received by cheque only and made at the Secretariat Office who has issued an official receipt for moneys

15.0 Distribution Register

- 15.1 Board Secretary has recorded the issue of each tender document set out in the Tender Document Distribution Register that is maintained in the Secretariat Office
- 15.2 Information contained in the Tender Document Distribution Register has not been made available to the general public

16.0 Information & Communication with Tenderers

- 16.1 Any enquiries except for those of a routine administrative nature concerning contracts and tender documents have been directed to the Coordinator or the Project Officer nominated to liaise with respondents
- 16.2 The Coordinator and the Project Officer have been notified immediately if a tenderer has drawn attention to any deficiency, ambiguity, error or discrepancy in any of the tender documents
- 16.3 The Coordinator and the Project Officer has decided to:
 - (i) withdraw the documents and re-advertise the contract after making any necessary amendment; or
 - (ii) advise the Board Secretary to notify all tenderers of the deficiency, ambiguity, error or discrepancy in the tender documents
- 16.4 Should the tender documents be amended, the Board Secretary has sent notices of such amendments either by hand or by registered mail, fax or e-mail to all prospective tenderers issued with tender documents
- 16.5 Board Secretary has amended all unissued tender documents including specifications and drawings
- 16.6 No communication with a tenderer about his/her tender except with the written authority of the Tenders Board has occurred
- 16.7 Notes on any discussions to be made and where considered necessary, have been confirmed in writing with the tenderer

17.0 Information Regarding Tenders - Post Award

- 17.1 After award of a contract, Board Secretary has released certain information to other tenderers and information is limited to the number of tenders, the value of the successful tenderer and the result of unsuccessful tender bids
- 17.2 All requests for information have been referred to the Board Secretary
- 17.3 Tender bids and supporting documentation that contains commercially sensitive and highly sensitive information has not been passed on to any person outside the tender evaluation process
- 17.4 Tender bids and tender files which are confidential documents have been passed by hand between those officers who need to have access to them for evaluation purposes
- 17.5 Tender documents have not been left unattended within the Secretariat Office and has been kept in a secure environment when not in use

18.0 Tendering

- 18.1 A detailed specification has been produced to support procurement of goods, services and works
- 18.2 Specification has been sufficiently descriptive to provide a precise technical profile of the agency's purchasing requirement
- 18.3 The detailed specification has incorporated the following information:
 - (i) quantities required
 - (ii) technical description of the required item including operational data
 - (iii) competitive price bids expressed as VIP inclusive except for tenders that qualify as VAT exemption
 - (iv) any special condition relating to the tender to be fully described
 - (v) competitive bids expressed in Fijian dollars

19.0 Process after Approval

- 19.1 A copy of the ATB resolution has been sent to the FMIS section of the Ministry of Finance and National Planning for relaxation of authority limits for purchase orders
- 19.2 Purchase order has been raised by the relevant officer within the accounts section and has been signed by the CEO.

20.0 Records to be kept

- 20.1 Evaluation report – prepared by Evaluation Committees
- 20.2 Report on Tenderers – prepared by Board Secretary
- 20.3 Company search report – prepared by Board Secretary

21.0 Registers to be kept

- 21.1 Tenders Register – records details of tenders
- 21.2 Tenders Received Register – records details of tenders received
- 21.3 Tender Document Distribution Register – records the issue of each tender document set with any fees charged and received
- 21.4 Quotation Register – records details of the suppliers from whom quotations were obtained
- 21.5 Contract Register – records details of contracts