



GOVERNMENT
OF THE REPUBLIC OF VANUATU
DEPARTMENT OF WATER RESOURCES
PMB 9001
PORT VILA
VANUATU



DEPARTMENT OF WATER RESOURCES

PROCUREMENT PROCEDURE GUIDELINE

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Code of Conduct for Purchasing Officers

(Annex B: “Guidelines for the Procurement of Goods and Services” MFEM, June 2005)

“Purchasing officers” are officers of the Government of Vanuatu or its agencies who have any involvement in the planning, management or administration of purchases of goods and services in the course of their official duties.

This Code of Conduct reinforces and adds to, not replaces, the provisions of the law and other codes of conduct applicable to public officials generally (for example, the Leadership Code Act No.2 of 1998).

Purchasing officers should:

- take all reasonable steps to inform themselves of the legal requirements for government purchasing and ensure that purchases are undertaken legally;
- understand and apply purchasing methods that treat suppliers impartially;
- avoid situations in which their personal or family interests (of any kind) might conflict or be thought to conflict with their official duties;
- report to their managers at the earliest opportunity any situation in which a potential or actual conflict of interest may arise or has arisen;
- report to their managers at the earliest opportunity any attempt by a current or potential supplier to improperly influence them in the course of their purchasing duties;
- in all their activities, seek to achieve the best value for money from suppliers on behalf of the Government and people of Vanuatu;
- remember that the laws of Vanuatu provide for heavy penalties including imprisonment in cases of proven fraud or dishonesty in government purchasing.

Purchasing officers must not:

- use information gained in the course of their purchasing duties for any personal or family purpose or gain;
- solicit gifts, payments, hospitality, promises of future employment or any other form of personal or family benefit from suppliers or potential suppliers;
- accept any such gifts or other benefits if offered them by a supplier or suppliers.

1. INTRODUCTION

This 'Procurement Procedure Guideline' is an internal departmental document, which provides the essential information and systematic procedures for the purchasing of goods, works and services. This document intends to guide the procurement officials directly involved in procurement activities also to help them understand the procurement processes undertaken for simple and high value procurement.

Do note the supplier's rights and obligations will be governed by the tender documents and by the contract signed between the supplier and Minister – MOLNR and not by the guidelines stated in this document.

To achieve the acceptability of this Guideline and to understand the level of difficulties at Head office and Provincial offices, a meeting held with representations from Head office and Provincial offices, who provided comments and consequently finalized this 'Procurement Procedure Guideline'.

2. PURPOSE

The purpose of this Guideline is to ensure all Department of Water Resources (DoWR) procurement are processed in a fair, transparent and accountable manner achieving value for money outcome by complying with applicable Government of Vanuatu Procurement Legislation.

3. SCOPE

This Guideline applies to all DoWR officers involved in procurement including projects funded by donors delivered through the Government Procurement Processes.

4. RELEVANT PROCUREMENT LEGISLATION

The **Government Contracts and Tenders Act** (CAP 245) as amended in 2013 (gazetted 31st March 2014) and the associated **Tenders Regulations** (Order 40 of 1999) define the rules and procedures to follow for government procurements valued at more than 5 million vatu.

The **Public Finance and Economic Management Act** of 1998 and the associated **Financial Regulations** (Order 27 of 2000) define the rules and procedures to follow for government procurements valued at less than 5 million vatu.

The Ministry of Finance and Economic Management (MFEM) has produced a document entitled "**Guidelines for the Procurement of Goods and Services**" (June 2005,) which provides clear guidance for ensuring that Government procurement complies with the above two Acts.

5. ANNUAL PROCUREMENT PLAN

The DoWR Procurement Section must prepare an Annual Procurement Plan at beginning of each financial year based on DoWR Business Plan outcomes. This Plan should help the DoWR Procurement Section to manage the department's procurement processes in a timely approach and reduce the risk of issues arising during the processes.

The Plan covers anticipated procurements valued above 1 million vatu that must follow a formal bidding process. The Annual Plan must contain as a minimum the following information:

- Type of purchase i.e. Goods, Works, Physical Services or Consulting Services
- Type of Procurement Process i.e. RFQ, RFT or RFP
- Proposed Procurement method e.g. Open & competitive, selective
- Funding source
- Budget allocation
- Estimated timeline

The Procurement Section is responsible for its implementation, and shall be approved by DoWR Director, if there are changes to the Plan, it must be communicated to the Director as soon as practicable.

6. NATIONAL STANDARD BIDDING DOCUMENTS

The Standard Bidding Documents prepared by the Central Tenders Board and approved by the State Law Office are the ONLY documents that is used in the formal bidding process. Under no circumstances are the standard General Conditions of Contract (GCC) in the bidding documents be altered. Any alteration must seek prior approval from the Central Tenders Board and the State Law Office.

These bidding documents are:

- RFT Goods
- RFT Works
- RFT Physical Services (Non- Consulting Services)
- Request for Expression of Interest (REOI)
- Request for Proposal (RFP) Consulting Service
- RFQ Goods
- RFQ Works
- RFQ Physical Services
- RFQ Consulting Services

The Contract section is responsible to store and maintain these standard-bidding documents. Should these documents are improved; the Central Tenders Board Secretariat shall notify DoWR and forward the updated version.

7. SIMPLE PROCUREMENT

7.1. PROCUREMENT VALUED BELOW 100,000 VATU AT HEAD OFFICE AND PROVINCIAL OFFICES

Simple procurements valued at less than 100,000 Vatu, shall be managed and approved at Head Office and Provincial Offices by relevant officers.

The required process is as follows:

- 1) Relevant officer fills in a purchase REQUEST FORM
- 2) Officer with appropriate delegation approves the purchase REQUEST FORM
- 3) Relevant officer must obtain at least ONE quotation
- 4) Relevant officer assess the quotation using the ASSESSMENT FORM ensuring the cost is reasonable and supplier is reliable
- 5) Officer with appropriate delegation approves quotation
- 6) Supplier delivers goods or services together with his/her final invoice
- 7) Relevant officer verifies the invoice against goods or services delivered
- 8) Submits Invoice and certification of goods or services satisfactorily received
- 9) Finance officer creates LPO and Officer with appropriate delegations signs
- 10) LPO is released to supplier

All documentations including: Request form, Assessment form, Quotation, Final Invoice and certification of goods or services received and copy of LPO shall be filed and electronically archived in the system.

7.2 PROCUREMENT VALUED AT 100,000 VATU TO 1,000,000 VATU

7.2.1 QUOTATIONS OBTAINED IN HEAD OFFICE

The Requesting Officer in Head Office fills in a purchase REQUEST FORM and have it approved by the Unit Manager before submitting it to the Procurement Section.

The Procurement Officer must obtain TWO quotations.

The Procurement officer assesses the quotations using the appropriate ASSESSMENT FORM to ensure the cost is reasonable and supplier is able to meet DoWR requirements.

The Manager Projects & Operations in Head Office shall approve the quotation.

Once the Supplier delivers the good or service together with his/her final invoice, the Procurement officer verifies the invoice against the good or service delivered.

For Goods, a Goods Delivery and Acceptance Form must be filled in where appropriate.

Based on the final invoice and confirmation the good or service has been received, the officers with appropriate financial delegation in Head office shall create, sign the LPO and release it to the supplier.

The paid Invoice, copy of LPO including other supporting documents is properly filed.

All documentations including: Request form, Assessment form, Quotation, Final Invoice and certification of goods or services received and copy of LPO shall be filed and electronically archived in the system.

7.2.2 QUOTATIONS OBTAINED IN PROVINCIAL OFFICES

The Requesting officer in Provincial Office must identify potential suppliers located in the Province to supply the good or service required. Once suitable suppliers identified, the Requesting officer fills in a purchase REQUEST FORM and have it approved by the Provincial Water Supervisor.

The requesting officer must obtain TWO quotations.

The requesting officer submits the approved purchase request form and two quotations to Procurement Section in Head Office for processing.

Upon receiving them, the Procurement officer assesses the quotations using the appropriate ASSESSMENT FORM to ensure cost is reasonable and supplier is able to meet DoWR requirements. The Manager Projects & Operations in Head Office approve the quotation.

The Procurement Officer sends the approved documents back to the Provincial office to progress further with the procurement.

For Goods, a Delivery and Acceptance Form must be filled in where appropriate. Once the Supplier delivers the good or service together with his/her final invoice, the relevant officer verifies the invoice against the good or service delivered.

Based on the final invoice and confirmation the good or service has been received. The officers with appropriate financial delegation in Head office shall create, sign the LPO and release it to the supplier.

All documentations including: Request form, Assessment form, Quotation, Final Invoice and certification of goods or services received and copy of LPO shall be filed and electronically archived in the system.

7.2.3 PROVINCIAL OFFICES PURCHASE REQUEST – QUOTATIONS OBTAINED IN HEAD OFFICE

The Requesting officer fills out a purchase REQUEST FORM and have it approved by the Provincial Water Supervisor.

The requesting officer submits the approved purchase request form to Procurement Section in Head Office for processing.

The Procurement officer must obtain TWO quotations.

Upon receiving them, the Procurement officer assesses the quotations using the appropriate ASSESSMENT FORM to ensure cost is reasonable and supplier is able to meet DoWR requirements. The Manager Projects & Operations in Head Office approve the quotation.

Once the Supplier delivers the good or service together with his/her final invoice, the relevant officer verifies the invoice against the good or service delivered.

For Goods, a Goods Delivery and Acceptance Form is filled in as appropriate. Based on the final invoice and confirmation the good or service has been received. The officers with appropriate financial delegation in Head office shall create, sign the LPO and release it to the supplier.

All documentations including: Request form, Assessment form, Quotation, Final Invoice and certification of goods or services received and copy of LPO shall be filed and electronically archived in the system.

8. REQUEST FOR QUOTATIONS (RFQ) PROCEDURES

8.1 REQUEST FOR QUOTATION (RFQ)

In circumstances where value of the procurement is less than 1 million vatu, the Scope of work or service or Bill of Quantities is complex and potential risks are high, the following process is undertaken:

- Ensure there is adequate funding available
- A Purchase Request Form is filled in
- Quotation(s) obtained from potential suppliers
- Assessment of the quotation(s) using Assessment Form
- Approval of recommended supplier
- Specific contract is prepared by the Contract Section
- Contract signed by DoWR Director
- Contract Manager manages implementation of contract

Upon successful completion of the contract, the contractor submits its final invoice.

The Contract Manager fills in a Completion Payment Certificate and a report certifying completion of works or services or Goods Delivery and Acceptance Note.

The final invoice including Completion Payment Certificate and Report is submitted to Finance Section to process payment.

All documents generated during this process is filed and electronically archived by the Contracts Section.

A formal bidding process using a RFQ document shall be processed for procurement valued above 1 million vatu but less than 5 million vatu.

In this process, potential suppliers are invited to submit a bid using the national standard RFQ documents for Goods, Works, Physical Services or Consulting Services.

The Procurement Section at Head office prepares the RFQ document with technical input from engineers or Provincial Water Supervisors. The engineers develop the scope of work, service or list of BOQ and related cost estimates. If a drawing or design is required, approval must be obtained from Manager Projects and Operations before an RFQ is formally issued.

The Head Office Finance officer should confirm by email to Procurement officer that the funds are available to fund the procurement.

DoWR Director must sign all RFQ document before issuing them to suppliers.

The RFQ document is collected from DoWR reception desk or email to prospective suppliers. Through the email system, an electronic “delivery receipt” and “read receipt” must be requested from the recipients (tick the tracking options in the email “options” menu), printed and kept on file in order to ensure that the RFQ was indeed received.

When the supplier does not have an email and collects a hard copy from DoWR reception desk, the supplier shall sign the DoWR register. The method of submission, address and time must be clearly stated in the RFQ document.

Bids should be invited from many suppliers as possible to maximise competition.

To comply with Financial Regulations; at least THREE quotations must be obtained wherever possible.

In some exceptional situations, it may not be possible to obtain the minimum number of quotations required above. In this case, explanation of the circumstances must be in writing and stated in the bid evaluation report by the Evaluation Panel.

8.2 SUBMISSION OF QUOTATIONS

To ensure the bidding process is transparent, bids are to be lodge at DoWR Head Office in sealed envelopes.

A locked tender box is located at the DoWR reception area. A BID RECEIVED REGISTER is maintain for all bids received. A BID RECEIPT issued to each bidder detailing the bidder’s name, contact details, date and time the bid is receive with receiving officer’s signature.

Quotations submitted after the closing date and time are NOT to be considered by the Evaluation Panel and should be returned to the supplier UNOPENED but must be recorded in the LATE BID REGISTER as late.

In circumstances where, no bids are received, the Director at its discretion may extend the closing date and time, this is to provide ample time for bidders to prepare and submit their bids.

8.3 EVALUATION AND APPROVAL OF QUOTATIONS

The DoWR evaluation panel approved by DoWR Director is responsible to examine each quotation. The panel must comprise a minimum of three (3) members, of which at least one must be from the Procurement Section. The Panel is approved by the DoWR Director.

Using the BID EVALUATION REPORT, the Panel examines the bids to identify those that are substantially responsive and comply with the requirements specified in the RFQ document. The lowest priced complying quotation is chosen as the bid recommended for award.

However, the Purchaser is not bound to accept the lowest quotation if the bidder cannot meet the delivery and quality requirements. Other criteria can be considered is the reputation and credit worthiness of the bidder; submission of all valid documents as requested in Section B of the RFQ Document and the bidder has duly signed the quotation.

Once the evaluation is complete and a preferred bidder recommended, the Panel members signs the report together with a CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION.

The Panel informs the relevant Provincial Water Supervisor of its recommendation of award and obtain his/her no-objection, the Panel then submits the Evaluation Report to DoWR Director for his consideration and approval.

8.4 CONTRACT AWARD AND EXECUTION

The Contracts Section prepares the draft Contract (two originals) and submits them to DoWR Director who signs both Contracts.

Once the Contracts are prepared, the Procurement Section arranges for the Contractor to call in at DoWR Head Office to sign the contracts, or sends the contracts to the Provincial Water Supervisor in the Province to arrange for the Contractor to sign.

The Contractor keeps one signed original, the other original is kept with the Contracts Section on file, and a copy of the contract is forwarded to the Contract Manager and finance section for contract administration purposes.

Once both parties have signed the contract, the Contract Manager nominated in the Special Conditions of Contract (SCC) ensures proper implementation of Contract terms.

The Procurement Section ensures all documents generated during the procurement processes shall be filed and electronically archived in the system.

9. ROLE OF THE PROCUREMENT SECTION IN THE TENDERING PROCESS

The Procurement Section (with technical input from engineers as required) is responsible to:

- Prepare a Tender Evaluation and Probity Plan (TEPP) in summary explaining the background, source of funding, requirements, composition of the Tender Evaluation Panel, evaluation criteria and evaluation methodology, indicative timetable for the tender process, risk management plan, and recommendation of the appropriate tender method for instance open, selective, period contract for repetitive purchases, two stage tendering etc.)
- Obtain confirmation of funding availability from Director of Department of Finance.
- Prepare the Request For Tender documents using the standard RFT templates ensure Specifications, Bill of Quantities, Scope of Services, schedule of Designs/Drawings, Terms of References are included
- Present all the above to the Central Tenders Board for consideration and approval
- Advertise the tender or send invitation to selected suppliers
- Organise Pre-tender briefing and respond to clarifications requested from suppliers
- Participate in Evaluating Tenders and prepare Tender Evaluation Report (TER)
- Present the TER to CTB
- Prepare Council of Ministers Submission
- Participate in de-briefing unsuccessful tenderer
- Prepare Contract documents for execution
- Ensure all documents generated in the tendering process is electronically archived in the system

10. COMPLEX PROCUREMENT FOR GOODS, WORKS, PHYSICAL SERVICES AND CONSULTING SERVICES

For Procurement of Goods, Work, Physical Services and Consulting Services valued at more than 5 million vatu is processed in accordance with the "Government Contracts and Tenders Act [CAP 245] as amended in 2013 (Consolidated Edition 2018), Tenders Regulations Order No. 40 of 1999 and the Guidelines for the Procurement of Goods and Services (June 2005) and the basic procedural requirements are summarised in this Procedure.

The Procurement Flow Chart and Table in the Annex summarises the processes.

10.1 PREPARATION OF TENDER DOCUMENTS

The Procurement Section with technical input prepares the Tender Evaluation and Probity Plan including the Request for Tender Documents.

Before progressing further, the Director General –MOLNR issues a letter to Director, Department of Finance – MFEM seeking formal confirmation on availability of funds outlining the procurement requirement, its estimated costs and the proposed funding source.

Once the Director Finance has confirmed in writing that funds are available, the Procurement Section submits the RFT package to Central Tenders Board for their consideration and approval to call for tenders.

The required submission to Central Tenders Board must include the following:

- i** RFT Document
- ii** Tender Evaluation and Probity Plan
- iii** Response Letter signed by Director, Department of Finance to Director General (MOLNR) confirming funds available
- iv** Draft Tender Advertisement

10.2 TENDER ADVERTISEMENT

The Contents of the tender advertisement shall include:

- Description of the goods/works/services being purchased
- Name and contact details of the Responsible Officer in DoWR from whom the tender documents can be collected
- The closing date and time of the Tender, location where tenders are to be submitted
- Instructions that all tenders must be in sealed envelopes unmarked with the name of the Tenderer and RFT number
- The location and time for the Public Tender Opening
- A statement that late submissions will not be accepted

Central Tenders Board must approve the Tender Advertisement as part of the RFT package before is released to the Public.

10.3 METHOD OF ADVERTISEMENT

All Open and Competitive Tenders are required to be advertised publicly and announced by radio, except where another tendering process is approved by the Central Tenders Board. Most Tenders is advertise in local newspapers and the established Tender Page on the DoWR- MOLNR Website. This Tender Page will facilitate Tenders where an international tender is required for Goods, Works or Services that is unlikely to be supplied from within Vanuatu.

In newspapers, the advertisement is placed a number of times and spaced out appropriately to allow great exposure.

10.4 DURATION OF ADVERTISEMENT

The Tender Advertisement shall be given two weeks before the closing date and time of the Tender. For Complex Tenders such as Tender for Construction Works, the advertisement may be placed at least one month allowing Tenderers sufficient time to prepare their tender submissions.

10.5 ISSUING OF TENDER DOCUMENTS

The approved RFT document is collected from DoWR reception desk or email to prospective suppliers. Through the email system, an electronic “delivery receipt” and “read receipt” must be requested from the recipients (tick the tracking options in the email “options” menu), printed and kept on file in order to ensure that the RFQ was indeed received. When the supplier does not have an email and collects the hard copy of the RFT document from DoWR reception desk, the supplier shall sign the DoWR register.

10.6 PRE-TENDER MEETING AND REQUESTS FOR CLARIFICATIONS

A Pre-Tender meeting is held for large projects such as Works. This meeting is used to provide information on Project specifications to ensure all Tenderers are aware of the details and services expected from them.

This meeting can also be used to ensure that all prospective Tenderers understand the Tender Documents and will therefore likely to submit responsive tenders. The Tenderers will at times require clarification of aspects of Tenders such as specifications, Tender Documents and other areas. Any request for clarification must be made in writing to the designated officer in DoWR stated in the Tender Documents.

To ensure transparency and fairness to all Tenderers, the responses to clarifications should be made in writing and be shared with all potential Tenderers.

Designated officer providing verbal clarification is prohibited.

All records of “Requests for Clarification” must be properly filed and electronically archived in the system.

10.7 CLOSING OF TENDERS

The method, address and time by which tenders are to be submitted must be clearly specified in the RFT document.

To ensure the tendering process is impartial and transparent, all tenders must be lodged in sealed envelopes before the closing date and time.

The Central Tenders Board Secretariat is responsible to receive all tenders and must be placed immediately in a locked tender box located at the CTB office. The CTB Secretariat issues a tender receipt to each tenderer detailing the tenderer’s name, contact details, date and time received with the receiving officer’s signature.

Tenders submitted after the closing date and time are NOT considered by the Central Tenders Board and should be returned to the tenderer UNOPENED but must be recorded as late in the CTB minutes of Tender Opening.

10.8 OPENING OF TENDERS

All Tenders must be opened by the Central Tenders Board immediately after the closing time of the Tender – this is crucial to ensure transparency

The arrangements for tender openings should be made so that members of the Central Tenders Board – including DoWR and interested suppliers can observe the process.

When opening each tender the Tender Board Secretary must read out the following details:

- Name of the Project
- Tender Number
- Name of the Tenderer
- Tender Amount
- Any other special conditions or details attached to the Tender (eg. Whether the Tender Security has been included)

The above details should be recorded in the Tender Opening Record.

A register of attendees at the Tender opening is kept by the Central Tenders Board Secretariat and signed by all attending the opening.

10.9 TENDER EVALUATION COMMITTEE (TEC)

The Tender Evaluation Committee members will be nominated by the Director General MOLNR in a letter submitted to Central Tenders Board. The Board in its deliberations will consider the nominations and approve them accordingly.

The Tender Evaluation Committee is a small team of officers from the Department of Finance and DoWR who has specialist knowledge of the Goods, Works or Services being procured. Any technical officer involved in preparing the technical specifications should also be involved in the Tender Evaluation Committee.

The TEC should have at least three members and the membership may vary depending on the nature of each tender.

Any information relating to the examination, evaluation and recommendation on contract awards shall not be disclosed to any Tenderers or any other person who is not officially concerned with the tendering process until publication of the contract award is made.

All TEC members must sign a Declaration of Confidentiality and Conflict of Interest. Any member must disclose any actual, possible or perceived conflict of interest to the Chairman of the Central Tenders Board who may remove them from the TEC if it is deemed necessary.

10.10 EVALUATION CRITERIA & METHODOLOGY

The Tender Evaluation Criteria and Methodology is contained in the RFT Documents so that all Tenderers are aware of how the Tender will be evaluated. All Tenders received are to be evaluated in accordance with those evaluation criteria.

Using pre-determined criteria and methodology should assist in ensuring evaluation of tenders and is seen to be professional and unbiased.

If the methodology and criteria is not defined in advance then the Tender Evaluation Committee has no framework to use when making a recommendation to award a contract.

10.11 RECOMMENDATION OF CONTRACT AWARD

The necessary documentation to be included with a submission to the Central Tenders Board are:

- Cover letter from DG MOLNR
- Tender Evaluation Report
- Copy of the RFT response for recommended tenderer
- Copy of Tender Opening register
- Copy of TEC appointments & Acceptance
- Copy of TEC Declaration of Conflict of Interest and Confidentiality

The Tender Board Secretary must examine the submission before it is presented to the Central Tenders Board. If the TEC Report is considered deficient the Central Tenders Board Secretary is to highlight the deficiencies and inform the TEC to correct the report. If the TEC is not willing to rectify the report, it must attach an explanation note.

In the event if the Board disagrees with the TEC's recommendation on Contract Award the Board is to discuss the matter with the TEC. The TEC may be required to consider additional information provided by the Board and, if necessary, the TEC is to prepare a revised evaluation report.

The Board should not reject the TEC's recommendations on technical grounds relating to the works, goods or services.

After the Board's decision to award the Contract, the Board sends a Tender Award Notification to the winning Tenderer accepting their tender. Note that the Tender Award Notification is not a contract and a letter to DoWR-MOLNR informing of the Board's decision.

Any contract valued above VT5,000,000 must be submitted to Development Committee Official (DCO) then to Council of Ministers (COM) for their endorsement. The DoWR Procurement Section is responsible to prepare the Council of Ministers (COM) Paper.

10.12 CONTRACT EXECUTION

The standard Government Contracts for different types of procurement have been included in the RFT tender documents.

Upon receipt of the Tender Award Notification, DoWR Contracts Section prepares two originals using the standard contracts for signing; one for the Minister MOLNR and one for the Contractor.

Three copies of the contract must be distributed to: DoWR Contracts Section, DoWR Contract Manager and DoWR Finance Section.

The Minister MOLNR is authorised to sign all Contracts valued above VT5million.

Any Contracts entered into outside these arrangements will not be honoured by MOLNR and officers will be held personally responsible for any obligations made.

10.13 PUBLICATION OF CONTRACT AWARD

At the DoWR Director's discretion, Contract Awards will be posted on the DoWR-MOLNR website and may also be published in local press within two weeks of Contract signing.

The following basic information is included in the publication:

- Contract Number
- Name of Procuring Agency: DOWR-MOLNR
- Project Name
- Name of Winning Tenderer
- Amount of Contract Awarded
- Tender Method used in awarding the Contract (open & competitive, selective etc)

10.14 DEBRIEFING OF UNSUCCESSFUL TENDERERS

The Secretary of the Central Tenders Board will also provide a written notification to each unsuccessful Tenderer including the above information.

After publication of the award, unsuccessful Tenderers may request in writing to the DoWR-MOLNR for a debriefing, seeking explanations on the grounds on which their tender was not selected.

The DoWR must promptly respond in writing to this request.

Debriefing information can include:

- Reasons for the non-success of their tenders
- Strengths and weaknesses of their tenders in relation to the statement of requirements and specifications
- Ways of improving the potential value for money of their tenders in future

In debriefing tenderers, under NO circumstances should "commercial in confidence" information relating to the tenders of other parties be disclosed.

11. TENDERING PROCESS FOR CONSULTING SERVICES VALUED ABOVE 5 MILLION VATU

The Selection of Consulting Firms will be carried out using a 2 stage evaluation process. The first stage will be based on technical aspects and the second stage is on the financial.

In this process, a Request for Expression of Interest (REOI) process is conducted and a shortlist of consultants will be selected from those who submitted an Expression of Interest and determined as eligible.

The submission to Central Tenders Board for approval shall include:

- Tender Evaluation and Probity Plan (TEPP)
- Request for Expression Of Interest document
- Request for Proposal document
- Confirmation from Director, Department of Finance that funds are available
- Draft advertisement for the REOI

The next steps are:

- DoWR Procurement Section prepares required documents above
- Submits to Central Tenders Board for their consideration and approval
- DoWR Procurement Section advertises the REOI in the local newspaper and post on the DoWR-MOLNR webpage.
- REOI responses are submitted to Central Tenders Board before closing date and time and opened by the Central Tenders Board
- Tender Evaluation Committee examines them using the shortlisting criteria set out in the Tender Evaluation and Probity Plan.
- A Request for Proposal is issued to those that were shortlisted
- Submissions of RFP lodged at Central Tenders Board before closing date and time
- Technical and Financial submissions will need to be submitted in separate sealed envelopes. The Board will conduct the tender opening, the financial submission will remain sealed and stored securely by the CTB Secretariat until the technical evaluation has been completed.
- The Tender Evaluation Committee examines the technical proposals, the criteria normally used in the technical evaluation are:
 - (i) the consultant's specific experience for the assignment
 - (ii) the quality of the methodology proposed, and
 - (iii) the qualifications of the key experts proposed

The weighting of the criteria and scores allocated to each criteria may be adjusted to suit the particular requirements of the RFP. A minimum technical qualifying score should be set by the Tender Evaluation Committee (generally 80%).

Those consultants not meeting this minimum score will be informed and their financial submissions will be returned unopened.

- The financial submission for those tenders meeting the minimum Technical Qualifying Score will be opened by the Central Tenders Board
- Tender Evaluation Committee evaluates financial proposal with the lowered offered price will be given a score of 100 and other proposals given financial scores that are inversely proportional to their prices.

Final evaluation of quality and cost: The total score is obtained by weighting the technical and financial scores and adding them. The weighting will be determined in the RFP - cost will normally be 20% and quality 80%. The recommended Consultant will be the one with the highest score after applying the weightings against the technical and financial scores.

- A Tender Evaluation Report containing the technical and financial evaluations should be completed by the Tender Evaluation Committee for submission to the Central Tenders Board.

- The Central Tenders Board approves the recommendation to award contract.
- The Notification to successful and Unsuccessful Tenderers will be made by the CTB Secretariat
- The Contract is executed by both parties.
- Unsuccessful tenderer debriefing is done by DoWR- Tender Evaluation Committee.
- DoWR Contract Manager, manages implementation of the contract

All documents generated in this process are properly filed and electronically archived in the system.

12. EXCEPTIONS TO PROCUREMENT PROCEDURES

There are exceptional circumstances where the procurement procedures may not be followed but justifications have to be provided in the Exception form. This procedure summarises these types of procurement and processes undertaken ensuring appropriate approvals is sought, funds are available to fund the purchase and value for money outcomes are obtained.

12.1 SOLE SOURCE PROCUREMENT

The Sole Source procurement process is a non-competitive process but is based on a justification that only the one known source exists and it can fulfil DoWR's purchasing requirements.

For purchases below 5 million vatu, the Provincial Water Supervisor or Head Office Unit Manager identifies the need to procure and conducts a market assessment on potential suppliers. If only one supplier is considered as having the capacity to deliver, the officer obtains a quotation from this supplier, and a Request for Exception Form is properly filled in and submitted to Director for his approval.

12.2 URGENT PROCUREMENT

Procurement valued less than 5 million vatu

For urgent procurements valued at less than 5 million vatu, the Provincial Water Supervisor is to make every effort to obtain more than one quotation (even if verbal) from contractors able to undertake the urgent works.

Written approval (via email is satisfactory) from the DoWR Director must then be obtained prior to engaging the services of any contractor.

In the rare event that it is not possible to obtain written approval via email, the Provincial Water Supervisor shall obtain verbal approval via telephone from the DoWR Director prior to engaging the services of any contractor.

Any such verbal approval must be followed up as soon as possible by written confirmation of the approval using the Request to Exception Form.

Procurement valued above 5 million vatu

For urgent procurements valued at greater than 5 million vatu, the Tender Regulations (Section 9(1)) make provision for the Central Tender Board to recommend to the Council of Ministers that a contract be awarded without following the standard Government Contract procurement processes.

The CTB and Council of Ministers approval for the urgent procurement must be obtained prior to the award of any Contract. Any contract executed shall use the standard contract documents.

In such circumstances the DoWR Procurement Section will be responsible for preparing a report with justification to the Central Tenders Board seeking the exemption.

12.3 COMMUNITY CONTRACTS

Community contracts are contracts entered with communities to provide basic routine maintenance to water assets and other various types of government infrastructure and manual labour work for projects e.g. pipe trenching. It is designed for low value works.

- None of the procurement processes described above applies to this type of contract. The Contract award is a result of a non-competitive process. These community contracts are awarded when the assignment is simple and can be precisely defined and when the budget is fixed.

However, the Procurement Unit must ensure that the following steps are applied:

- Provincial Supervisor prepares Bill of Quantities/ Scope of works/cost estimates /drawings if required/ timetables and recommend the appropriate Community to be contracted and submit to Manager Projects & Operations Unit at Head Office for verification and Director DoWR for approval
- The Contract section prepares the contract and attaches supporting documents
- The Manager Projects & Operations submits the contracts to the DoWR Director for signing
- The Provincial Water Supervisor or a nominated officer as stated in the Contract shall manage the Contract.

12.4 CASUAL LABOUR

The DoWR may engage the services of individual laborers to perform specific works for a specified period usually less than 12 months where the value of works is low. The standard rate applicable per day for such assignment shall be obtained from the Department of Finance and Treasury.

The steps are:

- relevant officer ensures there is adequate funding available to fund the contract.
- prepare the scope of works and fills out a request form
- submits to Manager responsible at Head Office for approval
- contract is prepared by Procurement Section
- DoWR Director and Labourer signs the Contract

The Provincial Water Supervisor or a nominated officer as stated in the Contract shall manage implementation of the contract.

All documents generated under the provisions of exemption are properly filed and electronically archived in the system.

13. TENDER SECURITY

A Tender Security is a guarantee by the Tenderer that they will accept the Contract if they win the tender. This prevents the Tenderer from changing their mind and it reduces the risk on DoWR and the Government.

A Tender Security is usually submitted with the original tender in the form of an original Bank Guarantee or Bank Cheque or a Bid Security Declaration – copies are not acceptable.

If a tenderer fails to submit its Tender Security, its tender cannot be considered further for evaluation.

For larger Contracts it is mandatory to use Tender Security. Its amount is defined in the Special Conditions of Tender (SCT) in the RFT Document and is valid for 30 days or beyond the Tender Validity Period.

14. CONTRACT SPLITTING

As per Section 13A (1) of the Government Contracts and Tenders Act CAP 245, it is totally forbidden to *“split a single procurement requirement into separate packages or award more than one contract in relation to the same or substantially similar subject matter for the purpose of avoiding the requirements of the Tender Process”* provided by the Act or Regulations made under the Act.

A person who enters into contract splitting commits a punishable offence and is liable on conviction to a fine not exceeding VT 1,000,000 or imprisonment for a term not exceeding one year.

E.g. all contracts for equipment hire must include fuel and must include mobilisation and demobilisation.

15. LOGISTICS

Where possible, in all circumstances and irrespective of the value of the procurement, the logistics for the delivery of the goods/works /services to the final DoWR user, including those in the Provincial Offices, is the responsibility of the Supplier and forms part of the contract with the Supplier.

The freight and handling of Goods to final destination must be included in all RFQ's and RFT's. For Goods procured from overseas logistics for the delivery to the final user should be made to the closest convenient port.

However, in circumstances where this arrangement is not feasible, a separate shipping contract is issued, the process for collecting quotations depending on the value, remain as stipulated above.

For Physical Services and Works, the mobilisation and de-mobilisation items such as equipment, machinery, tools, materials must be included in the contract and is the responsibility of the supplier.

For goods, a Goods Delivery and Acceptance Form is signed by the DoWR officer or other DoWR authorised representative receiving the goods at the final destination.

A copy of the Goods Delivery and Acceptance Form including photos of goods loading and unloading is then provided by the receiving officer together with the final invoice to DoWR HO or Province for payment.

The LPO can be created and signed by officers with appropriate financial delegation.

The LPO can be released for payment.

The paid Invoice and copy of LPO including other supporting documents are properly filed and electronically archived in the system.

16. DUTIES, TAXES AND PERMITS

Government of Vanuatu Funded Procurements

DoWR procurements made using Government of Vanuatu funds are subject to VAT and standard import duties and charges. This is to be made clear on all RFQ and RFT documentation, and suppliers are required to include VAT on all invoices.

Donor Funded Procurements

Procurements made using DoWR systems for donor funded projects may be eligible for exemption from payment of VAT and/or import duties. Individual projects are responsible for obtaining any such exemptions during the planning phase prior to the commencement of any procurement processes.

VAT Exemption:

- The project must obtain a “VAT Zero-Rating Approval Certificate” which is issued by the VAT Office, Department of Customs and Inland Revenue.
- When making procurements for the project, suppliers are provided with a copy of the certificate and must note the certificate number on their invoices, which are not to include VAT.
- The project must retain a copy of all such invoices, and is required to provide the VAT Office an annual summary of procurement expenditure that has been made using the VAT exemption.

Import Duty Exemption:

- Once the supplier has shipped the goods, the Director DoWR writes to the Director of Customs and Inland Revenue with a copy of the Air or Sea Bill of Lading, requesting Import Duty Exemption for the relevant goods.
- The original of this approval letter is then collected from DoWR by the Supplier, who uses it to clear the goods through customs.

Bio-Security Permit

To procure materials directly from overseas supplier, a Bio-Security permit is obtained from Department of Bio-Security. The Department has an approved list of materials and suppliers that DoWR can use to import materials from overseas.

To obtain a valid import permit, the process is:

- 1) Collect a form from Department of Bio-Security
- 2) Fill in the form
- 3) DoWR Director signs the form
- 4) Submit the form to Department of Bio-Security for processing
- 5) The Department of Bio-Security issues DoWR with a permit
- 6) Maintain copies of all documents in file and electronically archive in the system

17. HANDLING OF COMPLAINTS

A tenderer may lodge a complaint with the Central Tenders Board if the tenderer believes there is a breach in the provision of the Government Contracts and Tenders Act [CAP 245] or Tenders Regulation Order No.40 of 1999.

The Central Tenders Board is responsible to manage all complaints received. All complaints must be made in writing.

During the course of a tendering process, complaints may arise at any time on a lot of areas such as:

- malpractices on administrative or procedural requirements
- interference with the Central Tenders Board in any manner
- contract splitting activities

18. NON- COMPLIANCE TO THESE PROCEDURES

These Procedures are developed in accordance with the Government of Vanuatu Legal Procurement Framework. Under these legal requirements, mis-procurement is considered a serious matter.

Examples of Non- compliance with these Procedures are:

- DoWR officer(s) getting involved in the procurement process when it is the sole responsibility of the Procurement Section.

- DoWR officer(s) engaging suppliers without going through the compulsory competitive RFQ or RFT processes.
- DoWR officer(s) authorising contractors to commence works without a contract being in place.
- DoWR officer(s) misrepresenting works done or providing false information on the completion of the works.
- DoWR officer(s) falsifying documents such as on supplier's invoice
- DoW officer(s) providing confidential information to supplier during a bidding process

Where an officer is identified undertaking a non-compliant activity, its superior prepares a report attached with supporting evidence. The report shall include all relevant information required for decision-making purposes. The superior forwards the report to the DoWR Director or Public Services Commission if required to be dealt with.

19. RECORD KEEPING

The DoWR Procurement and Contracts Sections will be responsible for maintaining a hard copy filing system in which all documents generated during the procurement processes is archive electronically.

The hard copy documents including an original signed copy of all contracts shall be on file.

In addition to the hard copy filing system, DoWR must have in place an updated and user-friendly record management system made accessible to officers in the section. The system shall contain information such as:

- Standard RFQ, RFT, REOI and RFP templates
- Standard Procurement and Contract Forms
- Signed Contracts, Suppliers' details
- Procurement Plans, Evaluation Reports
- Correspondences with bidders, CTB, SLO etc
- Other forms, correspondences, copies of e-mails, letters used in the administration and implementation of contracts and procurement process
- Issuing of Contract numbering in sequence

The Contracts Section is responsible for maintaining this system and ensures all records are uploaded and up to date. The system shall generate annual reports on the number; type and value of contracts issued in a particular period to satisfy DoWR's annual reporting requirements and audit purposes.

The Contracts Section is also responsible for ensuring the latest versions of each procurement document are in use.

20. REVIEW OF GUIDELINE

This Procedure within 12 months of initial approval shall be reviewed, and thereafter every two years unless required earlier at the discretion of the Director DoWR.

The DoWR Manager responsible for Procurement Section is responsible for leading the review process, based on input from DoWR Provincial Supervisors and DoWR Senior Management. External stakeholders (e.g. Central Tender Board) maybe consulted at the discretion of Director DoWR.

The DoWR Procurement Documents list must be up to date on an ongoing basis as issues and opportunities for improvement identified. No change shall be made to DoWR Procurement Documents without the prior written approval of the Director DoWR. The Procurement Officer shall maintain a file recording the amendments and the Director's approvals.

21. LIST OF ANNEXES - FORMS

FORMS

- Purchase Request Form for purchases valued below 100,000 vatu
- Assessment Form for purchases valued below 100,000 vatu
- Purchase Request Form for purchases valued at 100,000 to 1 million vatu
- Assessment Form for purchases valued at 100,000 to 1 million vatu
- Bid Evaluation Report
- Bid Lodgement Receipt
- Kaonsel blong ol Minista
- Declaration for Confidentiality and Conflict of Interest
- Distribution of Bidding Document
- Late Bid Register
- Request for confirmation of funds availability
- Request for exception
- Sample advertisement
- Annual Procurement Plan
- Goods Delivery and Acceptance Form

FLOWCHARTS

RFQ Process for value above 1 million vatu and less than 5 million vatu

RFT Process for value above 5 million vatu

TABLES

RFQ Process for value above 1 million vatu and less than 5 million vatu

RFT Process for value above 5 million vatu

DEPARTMENT OF WATER RESOURCES

PURCHASE REQUEST FORM

HEAD/PROVINCIAL OFFICE

(FOR PURCHASES VALUED BELOW VT100,000)

DEPARTMENT UNIT:

REQUEST NUMBER:

PROVINCE/ISLAND:

COST CENTRE:

ITEM NO.	GOODS/WORKS/SERVICES DESCRIPTION (Attach Scope of Work/Service if necessary)	UNIT	QTY/RATE	BUDGET ESTIMATE/ ADDITIONAL INFORMATION

REQUESTING OFFICER:

NAME: SIGNATURE: DATE:

APPROVED BY:

UNIT MANAGER/PROVINCIAL WATER SUPERVISOR:

NAME: SIGNATURE: DATE:

DEPARTMENT OF WATER RESOURCES

QUOTATION ASSESSMENT FORM

HEAD/PROVINCIAL OFFICE

FOR PURCHASES VALUED BELOW VT100,000)

DEPARTMENT UNIT:	REQUEST NUMBER:
PROVINCE/ISLAND:	REQUEST DATE:
COST CENTRE:	REQUESTING OFFICER:

QUOTE NO.	SUPPLIER	PRICE	COMMENTS (price is reasonable, etc)

RECOMMENDATION OF QUOTE:

ASSESSED BY RELEVANT OFFICER:

NAME: SIGNATURE: DATE:

APPROVED BY:

MANAGER PROJECTS & OPERATIONS/PROVINCIAL WATER SUPERVISOR

NAME: SIGNATURE: DATE:

DEPARTMENT OF WATER RESOURCES

PURCHASE REQUEST FORM

HEAD/PROVINCIAL OFFICE

(FOR PURCHASES VALUED ABOVE VT100,000 TO VT1,000,000)

DEPARTMENT UNIT:	REQUEST NUMBER:
PROVINCE/ISLAND:	COST CENTRE:

ITEM NO.	GOODS/WORKS/SERVICES DESCRIPTION (Attach Scope of Work/Service if necessary)	UNIT	QTY/RATE	BUDGET ESTIMATE/ ADDITIONAL INFORMATION

REQUESTING OFFICER:

NAME: SIGNATURE: DATE:

APPROVED BY:

UNIT MANAGER/PROVINCIAL WATER SUPERVISOR:

NAME: SIGNATURE: DATE:

DEPARTMENT OF WATER RESOURCES

QUOTATION ASSESSMENT FORM

HEAD OFFICE/PROVINCIAL OFFICE

FOR PURCHASES VALUED ABOVE VT100,000 TO VT 1,000,000)

DEPARTMENT UNIT:	REQUEST NUMBER:
PROVINCE/ISLAND:	REQUEST DATE:
COST CENTRE:	REQUESTING OFFICER:

QUOTE NO.	SUPPLIER	PRICE	COMMENTS (price is reasonable, reliable supplier, able to meet delivery time, meet requirements etc)

RECOMMENDATION OF QUOTE:

ASSESSED BY PROCUREMENT OFFICER:

NAME: SIGNATURE: DATE:

APPROVED BY MANAGER PROJECTS & OPERATIONS

NAME: SIGNATURE: DATE:

BID EVALUATION REPORT

RFQ NO.:

RFQ TITLE:

1. SUMMARY

The invitation for bids was issued on, 2019 and was carried out by:

- (i) Advertisement in Daily Post Newspaper Issue No. on
- (ii) Posting on the DoWR website
- (iii) Contacting potential Suppliers

RFQ Bidding Documents were collected by five (5) suppliers:

- (1) XXXXXXXXXXXXXXXX
- (2) XXXXXXXXXXXXXXXX
- (3) XXXXXXXXXXXXXXXX
- (4) XXXXXXXXXXXXXXXX
- (5) XXXXXXXXXXXXXXXX

The RFQ closing dateline was aton, 2019.

Four (4) suppliers submitted their bids:

- (1) xxxxxxxxxxxxxxxx
- (2) xxxxxxxxxxxxxxxx
- (3) xxxxxxxxxxxxxxxx
- (4) xxxxxxxxxxxxxxxx

The xxxxxxxxxxxxxxxxxxxxxxxx bid was received late on, 2019 at.....p.m. and was returned unopened.

2. FUNDING

Funding is being provided through the

The estimated budget for this procurement is Vatu.....

The Project Code and Cost Centre is.....

3. EVALUATION OF BIDSBids were received at the closing time of p.m. on,th, 2019.Bids were opened at.....p.m. onth 2019 and are detailed as follows:

BID NO.	NAME OF SUPPLIER	ADDRESS	TELEPHONE
1			
2			
3			
4			

The Bid Evaluation Panel have examined the bids based on the following criteria:

- (a) Administrative compliance e.g. supplier submits all documents requested in the RFQ
- (b) Suppliers ability to meet delivery dates
- (c) Suppliers meets DoWR specifications, quantities etc.
- (d) Suppliers reputation
- (e) Price is reasonable
- (f) Other criteria is listed here

The Bid fromis the lowest-priced bid and is substantially responsive to DoWR requirements.

4. RECOMMENDATION

Based on the evaluation of the bids, it is recommended that the Contract be awarded to For a Contract Value not exceeding VUV.....

Recommended by Bid Evaluation Panel:

Name: Title: Signature: Date:

Name: Title: Signature: Date:

Name: Title: Signature: Date:

**** Attach: Bid Evaluation Sheet**

BID LODGEMENT RECEIPT

RFQ NO.:

RFQ TITLE:

Name of Bidder	
Date of Bid Submission	
Time of Bid Submission	
Name of Bidder's representative lodging the bid	
Bidder's contact details	
DoWR officer receiving the bid submission and signature	

***A copy of this receipt shall be retained by the DoWR and Original provided to Bidder. The copy is attached to the bid submission and placed immediately in the DoWR Tender Box.*

SEKRET
KAONSEL BLONG OL MINISTA (KBOM)

DEIT:

SABMISIN BY: Hon. Alfred Maoh, MP
Minista blong Lands mo Natural Risoses

Hon. Gaeton Pikouine, MP
Minista blong Faenans mo Ekonomik Manejmen

TAETOL: Awod blong kontrak blong

PEPOS: I blong askem Kaonsel blong ol Minista blong i apruvum kontrak we
DOWR I mekem blong

BAKRAON:

OL KONTRAKT IA

FAENANSOL IMPLIKESEN:

LIKOL IMPLIKESEN:

REKOMENDESEN:

Rekomendasen I stap go long Kaonsel Blong Ol Minista (KBOM) blong :

- 1) Apruvum awod blong kontrak blonglo wan kontrak valiu wei
no bitim.....Vatu.
- 2) Apruvum kontrak wei bae Minista blo Lands mo Natural Risoses I saenem wetem kontrakta lo
behaf lo Kavman

Hon. Alfred Maoh, MP
Minista blo Lands mo Natural Risoses

.....
Hon. Gaeton Pikouine, MP
Minista blong Faenans mo Ekonomik Manejmen

[Date]

[Name for Head of Department]
[Title]

Dear *[Sir/Madam]*

Conflict of Interest and Confidentiality Declaration

As a member of the *[evaluation team]* for the *[name of procurement]*, I am writing about my obligations in relation to conflict of interest and confidentiality.

Conflict of interest

I am fully aware of my obligations under the Vanuatu Public Sector Code of Conduct to avoid all conflicts of interest in carrying out my duties, and to disclose any potential conflicts of interest if they emerge in the course of my official duties.

I currently have no such conflicts.

Confidentiality

I am fully aware of my obligations under the VPS Code of Conduct in relation to confidential information. I will not disclose anything about the bids or the process to anyone who is not part of the formal selection process in relation to this bid, unless

1. I am compelled to do so by law;
2. The information is already legally in the public domain; or
3. I have your prior permission.

All documents will either be returned to the Department of Water Resources or destroyed in a secure manner.

Yours sincerely

[Name of Bid Evaluation Member]
[Title]

DEPARTMENT OF WATER RESOURCES

DISTRIBUTION OF BIDDING DOCUMENTS REGISTER

RFQ/RFT NO.:

RFQ/RFT TITLE:

No.	Bidder	Collected by	Signature/ Confirmation by email on bid receipt	Date collected/mailed	Address email/telephone
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

DEPARTMENT OF WATER RESOURCES

LATE BID REGISTER

CONTRACT TITLE:

CONTRACT NUMBER:

The following bids were received after the closing date and time:

Late Bid No.	Name of Bidder	Date and Time of attempted lodgement of bid
1		
2		
3		
4		

5		

Date:.....

Mr/Mrs

Director, Department of Finance

Ministry of Finance and Economic Management

Port Vila

Dear Sir/Madame

Subject: REQUEST CONFIRMATION OF FUNDING AVAILABILITY FOR.....

Provide a brief on background on the Tender requirements

Provide Budget Estimate for the Tender including contingency funds (if any)

State its funding source to include cost center

Yours sincerely

Arthur Faerua
Director General
Ministry of Lands and Natural Resources

Cc: Director, DoWR
Manager, Projects & Operations DoWR
Secretary, CTB

DEPARTMENT OF WATER RESOURCES

REQUEST FOR EXCEPTION TO PROCUREMENT PROCESS

REASON FOR REQUEST (PLEASE TICK)			
Natural Disaster		State of Emergency	
Public Emergency		Genuine market limitation on number of Suppliers	
Brief summary on the reason(s) for the request (attach supporting documents)			

Requested By: Name: Title: Signature: Date:	Endorsed by: Manager Projects and Operations Name: Signature: Date:
Approved by: DoWR Director Name: Signature: Date:	

[insert department letter head] – (sample advert)

REQUEST FOR QUOTATIONS

RFQ NO.....

SUPPLY OF {Insert item}

The Department of Water Resources of the Ministry of Lands and Natural Resources invites bids for the supply of {insert Item} as follows:

- {description of goods/services}
-

Full details are provided in the Request for Quotation package, available by contacting {Contact officer} at DoWR on (phone} or {email}

Bids must be submitted to the locked tender box at the Department of Water Resources, Georges Pompidou Building Port Vila, using the Bid forms In the RFQ package.

Non complying tenders will not be considered.

The closing date for tenders is: {Time, Day, Month, Year}

