

MINISTRY OF ECONOMY CIRCULAR

MINISTRY OF ECONOMY
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CIRCULAR NO: 8/2018-2019

From: Permanent Secretary for Economy **Date:** 08/02/2019
To: All Permanent Secretaries and Heads of Departments **ECO No:** 12/24/1
Subject: **DISPOSAL AND WRITE-OFF OF GOVERNMENT ASSETS (INCLUDING AIR CONDITION UNITS)**

1.0 Objective

1.1 The objective of this circular is to inform Ministries and Departments on the process for Disposal and Write Off of Air Condition Units. This Circular must be read in conjunction with Finance Circular 1/2014 pertaining to the Guide to Disposal of Government Plant, Equipment & Inventories and the Procurement Regulations 2010.

2.0 Background

2.1 The approved contractor for the supply, installation, commissioning and maintenance of new air condition units from 7th December, 2018 to 6th December, 2021 is Mechanical Services Limited. However, the Government Tender Board has directed that Agencies continue to engage Lincoln Refrigeration Limited (LRL) to service LRL units if the warranty is still valid.

3.0 Guide to Disposal and Write Off of Air Condition Units

3.1 All Air Condition Equipment (units) disposals must comply with the disposal of asset provisions in section 52 of the Procurement Regulation 2010. In addition, Ministries and Departments have to comply with the Board of Survey (BOS) process as per section 24 of the Procurement Regulations 2010 and Finance Circular 1/2014.

3.2 Furthermore, Agencies are requested to liaise with the Ministry of Environment for advice on the physical disposal of the units as the units may still contain refrigerant gases.

4.0 Board of Survey

- 4.1 The (BOS) team that are appointed by the Permanent Secretaries of the respective Ministries and Departments must be competent and must be Senior officers as per the provision in section 24 of the Procurement Regulations 2010.
- 4.2 The BOS team must include a Senior Officer from the Ministry of Infrastructure and Transport (MoIT).
- 4.3 As per guide, the Chair of the BOS must not be an officer of the Ministry or Department that is conducting the survey. However if it is impractical to obtain an officer from another Ministry or Department, the Permanent Secretary must request Permanent Secretary for Economy for approval to engage a Senior Officer from within to Chair the BOS team.

5.0 Servicing and Installation

- 5.1 Agencies must, prior to undertaking any servicing or installation of new air condition units, inform MoIT accordingly. MoIT will charge a service fee to be determined by the inspection team following inspection. Works deemed to be urgent will be assessed by MoIT and dealt with accordingly.
- 5.2 Agencies are strongly advised to keep a register of the following:
 - All air condition equipment with corresponding installation date details; and
 - Servicing record of the units with works completed.
- 5.3 The representative from MoIT will check and verify that such installation and/or maintenance works performed are undertaken as required under the contract.
- 5.4 Ministries and Departments are then given a period of thirty (30) days in which payments for services must be done.
- 5.5 All request to engage officials from MoIT for the purposes contained in this Circular are to be sent to the respective Divisional Engineers for Central/Eastern, Northern or Western (DECENW) through the Permanent Secretary for Infrastructure and Transport.

6.0 Conclusion

- 6.1 Ministries and departments undertaking the disposal of assets (including air condition units) must be prudent and uphold the public service code of conduct while undertaking the process.
- 6.2 For any clarification on the content of this circular, please either contact **Mr. Anish Bahadur** via email anish.bahadur@economy.gov.fj or phone **3221232** or **Mr. Waisea Uluivanuavatu** via email waisea.uluivanuavatu@economy.gov.fj or phone **3221236**.



Makereta Konrote
Permanent Secretary for Economy

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