

GUIDE TO SELECTIVE TENDERING PROCESS



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JULY 2012

Preface

The Fiji Government has adopted a new procurement policy framework that is established by the Fiji Procurement Regulations 2010.

The Selective tendering process is one of the methods of procurement under section 31 of the Procurement Regulations 2010.

This guide provides best practice for agencies to identify procurement that can utilize the selective tendering method.

Assistance

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TABLE OF CONTENTS

1.0	INTRODUCTION.....	4
2.0	Scope.....	4
3.0	Purpose.....	4
4.0	LEGISLATIVE REQUIREMENTS	4
5.0	PRE-QUALIFICATION PROCESS	4
6.0	Advertising Selective Tenders.....	5
7.0	Review of the Policy.....	5

1.0 Introduction

- 1.1 Selective tendering is a method that Ministries and Department can utilize to pursue procurement apart from the open tendering process. This method makes use of a prequalified list either prepared after an Expression of Interest is advertised or a list of prequalified suppliers by international organizations e.g. World Health Organisation.
- 1.2 There are various differences between procuring using the open tendering method and the selective tendering process.
- 1.3 Ministries and Departments that opt for this method of procurement must not compromise on the principles of the procurement process.

2.0 Scope

- 2.1 These guidelines apply to all officers involved in or partly involved in the procurement function within government budget-sector agencies.

3.0 Purpose

- 3.1 These guidelines serve as a procedural guide to the entire process of selective tendering and the pre-qualification process.

4.0 Legislative Requirements

- 4.1 Regulation 31(1) (ii) of the Fiji Procurement Regulations 2010 [PR2010] sets the legislative requirements of procuring using the selective tendering method.
- 4.2 This guide must be read together with the Guide to Tender and Evaluation process and the Expression of Interest Guide.

5.0 Pre-qualification Process

5.1 *Expression of Interest*

The Expression of Interest [EOI] process is a preliminary step to the selective tendering process. The EOI is called for pre-qualification reasons and are advertised using the Administrative and Technical criteria only. An example for using this EOI process is the finalization of the panel of contractors or engineers for an agency or for Government as a whole.

- 5.2 After the EOI is advertised and closed, the evaluation of the bids is conducted using the initial criteria set in the EOI documents. The evaluation team must comprise of the agency as the Chair and the Secretary, mandatory members from FPO and Ministry of Industry and Trade and technical experts from other ministries and departments.
- 5.3 The team must finalize the list and forward its submission to the Government Tender Board for deliberation and approval.

- 5.4 *Pre-qualified list from International Organisation.*
International organisations e.g. World Health Organisation have a standard list of suppliers for pharmaceutical items from which they dictate local agencies to procure. Therefore, agencies must utilize these lists to call for tenders using the selective tendering process.

6.0 Advertising Selective Tenders

- 6.1 Unlike the open tendering process, no advertisements are placed in any media, instead the FPO Tenders Unit needs to be provided with a list of suppliers or contractors to whom the Invitations to Bid is sent.
- 6.2 Tenders must be requested in accordance with the Procurement Regulation 2010 S 37(2-4), (7-9).
- 6.3 Evaluation of the tender process must be done in accordance with the criteria set in the tender documents. In most cases, it would be financial as the administrative and technical aspect would already have been assessed during the pre-qualification process.
- 6.4 The approval of the recommended supplier(s) or contractor(s) is sought from the Government Tender Board.

7.0 Contract Management

- 7.1 The agencies must have a contract in place before engaging with the supplier(s) or contractor(s) in any procurement activity. The agency must ensure that the contract is vetted by the Solicitor General's Office before signing off by any of the parties.

7.0 Review of the Policy

- 7.1 This policy will be reviewed on a 6 months basis. However, if at any time legislative or policy changes occur or the policy is no longer appropriate, it shall be reviewed and amended accordingly.