

# PROCUREMENT POLICY

## (PROCUREMENT AND GRANTS FRAMEWORK)

### PURPOSE

*To provide guiding principles and framework for the Secretariat's procurement of goods, services and capital works to efficiently and effectively manage its resources.*

### POLICY

#### 1 Principles

In procuring all goods, services and capital works under this policy, responsible staff must consider the following principles:

##### *Value for money*

- 1.1 Value for money underpins the procurement process to ensure the best available procurement outcome is achieved.
- 1.2 A procurement decision is based not only on the purchase price but on the costs of using the product to ensure that the total cost of ownership covers both the acquisition cost of the product and the operating and maintenance costs over the product's life.
- 1.3 Application of this principle may involve assessing whether productivity, innovation, greater choice, or lower price outweigh the benefits of maintaining stability, trust, and effective working relationships with existing service providers.
- 1.4 A decision on price alone does not represent best value for money.

##### *Probity and ethical behavior*

- 1.5 The Secretariat must ensure that probity and ethical behavior govern the conduct of all procurement activities.
- 1.6 All staff involved in the procurement process must comply with standards stipulated in the Secretariat Code of Conduct and Values.

##### *Responsible Financial Management*

- 1.7 The principle of responsible financial management must be applied to all procurement activities.
- 1.8 To give effect to this principle:
  - (a) the availability of funds must be established prior to commencement of any procurement activity;
  - (b) all procurement activities must be authorised within the financial delegations as determined by the Delegation Policy and Procedures and the set of procurement policies as stipulated in section 3; and
  - (c) every effort must be made to contain the costs of procurement process without compromising any of the procurement principles.

##### *Fair and consistent dealings*

- 1.9 In all procurement activities, the Secretariat must act and be seen to be acting in a fair, impartial, open and unbiased manner, including the following:
  - (a) communicating with affected or interested parties involved in the procurement process;

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#### APPLICATION

Staff involved in the procurement of goods, services and capital works.

#### PROCEDURES

PR010 – Procurement (Purchasing) Procedure  
PR011 – Procurement (Tendering) Procedure  
PR013 – Complaints Management Procedure

#### RESPONSIBILITY

The Team Leader Finance, Asset Management, Procurement and Travel under the direction of Director Operations.



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- (b) identifying evaluation criteria and deciding how the criteria will be weighted; and
- (c) fairly and consistently applying the advertisement and evaluation process.

### *Confidentiality*

- 1.10 Confidentiality must always be maintained.
- 1.11 The Secretariat must respect the sensitivity of information provided during the procurement process and must not disclose any information that may influence the bids of potential bidders.
- 1.12 Notwithstanding clauses 1.10 and 1.11, where the Secretariat is required to consult with and disclose confidential information to a third party during the procurement process, the tender documents must clearly specify the reason why this was done.
- 1.13 The scoring of individual bids during the evaluation process must be treated as commercial in confidence and must not be divulged to any third party during or after the evaluation process unless the Secretariat is obliged to do under a specific contractual obligation or understanding with the specific donor partner.
- 1.14 Staff may, if requested to by a bidder, disclose the ranking and aggregate score allocated to that bidder after the evaluation process.

### *Conflict of interest*

- 1.15 Staff must declare any personal interest which may affect or could be perceived to affect their impartiality in any aspect of the procurement process.
- 1.16 Staff must not accept any offer of gifts, hospitality or other incentives from potential bidders during the procurement process.

### *Proportionality*

- 1.17 Measures adopted by staff must not exceed the limits of what is appropriate and necessary in order to attain the objectives pursued and that where there is a choice between several appropriate measures, recourse must be the least onerous.

### *Recordkeeping*

- 1.18 Written records of the procurement process must include key procurement decisions to show that the Secretariat's procurement policies, procedures and guidelines have been observed, that the correct process has been followed, and that due consideration has been given to each bid.

### *Transparency*

- 1.19 Staff must provide to the public and stakeholders tender information and inform all bidders of the outcome of the tender process.

### *Conflict of rules*

- 1.20 Where a financing agreement or understanding with a donor partner financing an action necessitates the need for the Secretariat to adopt different procurement rules, those rules must be followed.
- 1.21 Notwithstanding clause 1.19, in circumstances where the Secretariat has stricter procurement rules, the Secretariat's procurement rules must also be followed.

### *Environment and Sustainable Accountability*

- 1.22 When acquiring goods, services or capital works where possible staff to consider the effects on the environment, local economic circumstances, health and safety and preference should be given to those offers that make a positive impact on the environment.

## *Procurement Planning*

- 1.23 The Secretariat will seek to adopt a proactive approach to the procurement of goods, services and capital works. Preparedness and preparation are crucial for successful procurement.
- 1.24 It is essential that where possible that staff and respective teams develop procurement plans as part of their budgetary planning or project planning process and consult the Procurement Team.

## **2 General**

- 2.1 The Secretariat effectively have two categories for the procurement of goods, services and capital works:
  - (a) purchasing which is actively engaged in procuring goods, services or capital works.
  - (b) tendering which is concerned with finding the best possible good or service either through a competitive or non-competitive process.
- 2.2 The Secretariat's procurement process to acquire goods, services and capital works is:
  - (a) founded on the fundamental principles above;
  - (b) reflects the Secretariat's commitment to providing a robust, competitive and transparent tendering system that gives all interested vendors the opportunity to tender for goods, services or capital works as advertised by the Secretariat; and
  - (c) provides the best opportunity for the Secretariat to identify the most suitable vendor.
- 2.3 However, recognising that it may not always be possible or feasible to provide a competitive tender process, the policy also provides limited circumstances where the award of a contract by direct procurement may be justified.

## **3 Procurement Methods**

- 3.1 One of the following methods must be used for the procurement of goods, services and capital works:
  - (a) Quotation;
  - (b) Emergency Procurement;
  - (c) Direct Procurement;
  - (d) Closed tender;
  - (e) Open tender:
    - (i) Open tender – single stage
    - (ii) Open tender – multi stage
  - (f) Secondary Procurement
- 3.2 Staff have a duty to ensure that they understand the above methods and select the most appropriate method depending on the item to be procured, the urgency of the procurement, the expected procurement value and the level of risk associated with the goods, services, or capital works procured.

## **4 Purchasing through Quotation**

- 4.1 Purchasing through quotation is the process of selecting goods, services and capital works from a vendor by requesting a quotation.
- 4.2 All purchases of goods, services and capital works less than FJD2,000 may be purchased based on a single quotation.
- 4.3 All purchases of goods and services more than FJD2,000 and equal or less than FJD15,000 may be purchased based on three quotations.
- 4.4 All purchases of capital works more than FJD2,000 and equal or less than FJD20,000 may be purchased based on three quotations.
- 4.5 Staff must not intentionally split the costs of goods, services or capital works to circumvent the requirements in 4.2-4.4 above.
- 4.6 Approval of procurement by quotation must be in accordance with the Delegations Policy.

- 4.7 Unless otherwise approved by the Director Operations, or where a specific single service contractual arrangement is in place, the quotation process must be used to purchase all travel, accommodation, catering, and other meeting related services.

## **5 Emergency Procurement**

- 5.1 In an emergency, where it may not be responsible to satisfy the procurement principles and practices of open and effective competition throughout the procurement process, parts of the procurement process may be dispensed with so that the Secretariat can react quickly to unforeseen events.
- 5.2 Emergency procurement:
- (a) involves engagement of the first available vendor that is able to deliver the required goods, services or capital works without inviting competitive tenders;
  - (b) must only be used in genuinely unforeseen circumstances;
  - (c) must be limited to that which is necessary to cope with the emergency; and
  - (d) must be approved by the Secretary General.
- 5.3 An emergency procurement must not exceed FJD50,000 for goods or services and FJD100,000 for capital works.
- 5.4 Poor planning does not justify using an emergency process.

## **6 Direct Procurement**

- 6.1 A direct procurement is the process of selecting a vendor without inviting competing quotations or tenders.
- 6.2 Direct procurement can only be used in limited circumstances where there are substantive and well justified reasons for doing so, including the following:
- (a) the required goods, services or capital works is more than FJD15,000 for goods or services and more than FJD20,000 for capital works are available from sole source;
  - (b) standardisation or compatibility with existing equipment or services is essential, and can only be achieved through a single source;
  - (c) there is a legal requirement or directive to use a specified vendor.
- 6.3 Details of any market testing that may have taken place confirming that a sole source is available for a specific good or service must be included in the request for approval for direct procurement with that vendor.
- 6.4 Where a direct procurement contract exceeding 12 months is entered into on the basis that only a sole source is available for a specific requirement, the market is required to be re-tested at the end of every 12 months to confirm that the direct procurement is still justified.
- 6.5 A direct procurement must not exceed FJD50,000 for goods or services, and FJD100,000 for capital works, unless otherwise approved by the Secretary General.
- 6.6 Poor planning does not justify using the direct procurement method.
- 6.7 The use of the direct procurement method must be approved in advance by the Secretary General.

## **7 Closed Tender**

- 7.1 The closed tender is the process by which calls for applications are issued to a predetermined list of vendors.
- 7.2 When compiling the list of predetermined candidates, the reason for the choice of vendors must be documented and justified.

## **8 Open Tender**

- 8.1 The open tender is the process by which all potential vendors are given an opportunity to tender and is therefore the preferred way to promote open and effective competition throughout the procurement process.
- 8.2 The cost of the process (including advertising, providing documents and evaluating tenders) must commensurate with the benefits received.

### *Open tender – single stage*

- 8.3 In a single stage open tender process, a request for tender or request for proposal is advertised without a pre-qualification process.
- 8.4 A request for proposal is initiated to invite vendors to make an offer based on functional or performance specifications with scope for variety and innovation.
- 8.5 A request for tender is initiated to invite vendors to make an offer based on a defined and specific statement of requirements and is most often based on technical highly prescribed specifications.
- 8.6 The open tender – single stage must be used instead of the open tender – multi stage when there is a clear idea of the approach or specifications to be undertaken.

### *Open tender – multi stage*

- 8.7 A multi stage tender allows for the pre-qualification of vendors based on an initial assessment of their capacity to fulfill a subsequent contract.
- 8.8 A multi stage tender must be used to reduce the cost of tendering by restricting the issue of formal tenders to those vendors with demonstrated capability.
- 8.9 In a multi-stage open tender, a request for expressions of interest or a request for registration of interest is advertised as the pre-qualification process.

## **9 Secondary Procurement**

- 9.1 The secondary procurement is the process by which calls for applications are issued to an approved panel of vendors that was determined through an open tender process.
- 9.2 Once a panel has been established through an open tender process, the Secretariat does not need to openly advertise individual contract opportunities. It may source directly from the panel.

### *Panel of Vendors*

- 9.3 Approved vendor relationships for high volume expenditure must only be entered into after an open tender process.
- 9.4 Preferred vendor relationships must:
  - (a) be for a maximum of 3 years, with the requirement to reissue the open tender at the end of the 3 years;
  - (b) include mechanisms for periodic review of service delivery to ensure that expected service standards are met by the preferred vendor; and
  - (c) be documented with a fit-for-purpose agreement that sets out the terms and conditions of the business relationship.

### *Selection Method*

- 9.5 Accepted selection methods for secondary procurement processes include:
  - (a) **competitive quotes which could be based on the vendor's expertise, proposed solution and/or best public value:** Ask for quotes from some or all Panel vendors and award the opportunity to the vendor who has the right level of expertise, can offer the best public value and deliver on time
  - (b) **direct source, based on the best fit for purpose:** Fair evaluation of all Panel Vendors and selection of the vendor who has the right capacity and capability to fulfil the opportunity and offers the best public value at the time of the purchase
  - (c) **rotation:** Award opportunities to each vendor in turn regardless of their expertise, public value or delivery time
  - (d) **equal division of the work:** Fix an upper limit for the amount of work that can be awarded to each vendor and award opportunities on a rotational basis. When a vendor reaches the upper limit, the Secretariat chooses the next vendor from the Panel

- (e) **preferred vendor basis:** Identify a preferred vendor from the Panel. This vendor receives most of the opportunities unless it has a conflict of interest or is unable to supply. If this happens, the Secretariat will award the opportunity to the next-ranked vendor from the Panel
- (f) **location:** Award opportunities to the vendor who is best able to deliver based on their location and the location of the work.

**10 Deciding between the tender methods: closed, open or secondary**

- 10.1 A decision on the appropriate tender method to follow will depend on:
  - (a) the risk to the Secretariat of failing to effectively undertake the work being tendered; and
  - (b) the expected value of the contract.
- 10.2 A risk assessment to evaluate the consequences to the Secretariat of failure to effectively perform a contract must be carried out prior to tendering.
- 10.3 The risk assessment must be in accordance with the Enterprise Risk Management Policy and in the form of the risk assessment template.
- 10.4 Once a gross risk score for the contract is determined from the risk assessment, the procurement method must be determined according to the tender method chart below.

Tender Method	Financial Threshold	Risk Rating	Approver
Closed or Secondary Tender	FJD50,000	≤50	Programme Director
Closed or Secondary Tender	FJD100,000	≤100	Director Operations
Closed or Secondary Tender	FJD250,000	≤250	Deputy Secretary General
Open Tender	FJD250,000	>250	Secretary General

Table 1 – Tender Method Decision Matrix

- 10.5 The procurement method used must be determined based on the expected cost of the goods, services or capital works procured.
- 10.6 The final cost must determine who gives the final approval for the tender and the final approval must be in accordance with the delegations in the tender method chart above.

**11 Eligibility of tenders**

- 11.1 Staff must determine the basic eligibility criteria for evaluating tenders depending on the terms of reference or the specific requirements of the goods, service, or capital works to be procured.
- 11.2 Only bidders who meet the following criteria are eligible to take part in tenders issued by the Secretariat:
  - (a) are financially solvent<sup>1</sup> and able to conduct business operations in a professional and successful manner;
  - (b) are not involved in any court proceedings which may affect their ability to conduct business or deliver the goods or services tendered;
  - (c) do not appear on the World Bank’s list of ‘Listing of ineligible firms’ or ‘Listing of firm’s letters of reprimand’ posted at [www.worldbank.org](http://www.worldbank.org); and
  - (d) are not involved with any of the following:
    - (i) grave professional misconduct, including misrepresentation
    - (ii) conduct related to a criminal organisation
    - (iii) money laundering or terrorist financing
    - (iv) terrorist offences or offences linked to terrorist activities
    - (v) child labor and other trafficking in human beings
    - (vi) irregularity
    - (vii) creating a shell company

<sup>1</sup> Staff may define in the procurement documents the evidence to be provided by the tenderer to demonstrate their economic and financial capacity. One or more of the following documents may be requested: bank statements, audited financial statements or evidence of relevant professional risk indemnity insurance.

(viii) being a shell company

- 11.3 There are no derogations to the above criteria for evaluation of tenders.
- 11.4 The eligibility criteria may include legal and administrative status, specific membership in an association or group, or a specific qualification.
- 11.5 Former staff of the Secretariat may be considered for consultancy services provided 1 year has lapsed since the expiration/conclusion of their engagement with the Secretariat, except when it is clearly in the Secretariat's interest to retain a particular individual.
- 11.6 If it is in the Secretariat's interest to engage a particular individual, a written justification for this decision must be made and approved by the Secretary General.
- 11.7 The eligibility criteria must be developed and included as part of the tender documents for uploading onto the Secretariat's website. It must be communicated to potential bidders before they lodge their bids.

## 12 Evaluators

- 12.1 As part of the initial process to seek approval to undertake a tender, staff must nominate evaluators based on the specifications in the table below:

Tender Method	Membership
Emergency procurement	One or more persons
Direct procurement	One or more persons
Quotation	One or more persons
Closed tender	One or more persons for expected costs of up to FJD50,000 Expected costs exceeding FJD50,000 should be carried out by at least 3 panel members
Open tender – single stage	At least three members with one member from an independent Programme
Open tender – multi stage	At least three members with one member from an independent Programme
Secondary procurement	One or more persons for expected costs of up to FJD50,000 Expected costs exceeding FJD50,000 should be carried out by at least 3 panel members

Table 2 – Composition of Evaluators to determine tenders

- 12.2 Staff are encouraged to also include an independent person to observe or participate the evaluation process.
- 12.3 All persons nominated to act as evaluators must satisfy the following:
- agree to act as an evaluator;
  - possess the necessary skills, competency, and availability to carry out the evaluation;
  - confirm that they have no actual or perceived conflict of interest related to the tender by signing the Declaration of Impartiality and Confidentiality form; and
  - agree to abide by the Secretariat Code of Conduct (for independent assessors only).
- 12.4 The memo that seeks approval of the tender should set out the composition of the Committee, and their relevant expertise. In most cases this can be demonstrated by their role within the organisation. In some cases, the expertise will require a short biography showing the individual's experience from previous roles – e.g. a staff member may have worked on the subject area in a previous position, which would provide sufficient basis for the individual's expertise.

## 13 Evaluation Criteria

- 13.1 As part of the initial process to seek approval to undertake a tender, staff must formulate the evaluation criteria that should be proportional to the subject matter of the tender.
- 13.2 The evaluation criteria for services must be different from that for goods or capital works.
- 13.3 For consultancy services, the evaluation criteria used must be based on 'best value of money' with an emphasis placed on quality when evaluating applications. The evaluation criteria must be as follows:
- Evaluation of technical competency must comprise 80% of the total available points, while price will constitute the remaining 20%.

- (b) The evaluation of technical competency must include, at a minimum, an assessment of the following:
  - (i) relevant experience of the firm;
  - (ii) qualifications of individual consultants;
  - (iii) relevant experience of individual consultants;
  - (iv) Effectiveness of proposed methodology;
  - (v) Effectiveness of proposed timeframes.

13.4 For goods and capital works, the evaluation criteria must be developed by the Property and IT team leaders, depending on the nature of the goods or capital works.

#### **14 Advertisement and Terms of Reference**

14.1 As part of the initial approval process to undertake a tender, staff must formulate a draft advertisement and terms of reference.

14.2 The advertisement must be drafted and advertised in accordance with the evaluation policy and procedures.

14.3 For a consultancy, the terms of reference must include the following:

- (a) Simple and clear definition of the objectives of the assignment to ensure there is a complete clarity as to the purpose of the consultancy;
- (b) Clear and concise scope of work providing details of the tasks the consultant is expected to perform in order to give the consultant a good idea of the breadth of work required and any likely impediments or challenges involved;
- (c) Required expertise and estimated inputs;
- (d) Required outputs, reports and timetables.

14.4 For goods or capital works, the technical specification or scope of work must be developed in consultation with the Property and IT team leaders, depending on the nature of goods or capital works.

#### **15 Buying Exemptions**

15.1 There are limited circumstances that warrant exemption from the competitive solicitation process. These include any of the following:

- (a) Sole Source Exemption
- (b) Standard Exemptions
- (c) Miscellaneous Exemptions

##### *Sole Source Exemptions*

15.2 When goods, services or capital works is more than FJD2,000 but less than FJD15,000 for goods or services and less than FJD20,000 for capital works and only available from one source in which no suitable equivalent is available, the Procurement Team Leader may waive the competitive solicitation requirement.

15.3 The 'Sole Source' process should not be adopted by requisitioning staff to facilitate getting a PO issued quickly.

15.4 Poor planning does not justify using Sole Source exemption.

15.5 As a rule of thumb for Sole Source:

- (a) the item is available only from a only one source or only one solution exists to meet the Secretariat's needs and only one vendor can provide the technology and/or services required for the solution which is considered unique.
- (b) competition is not available or deemed inadequate after the issue of a formal solicitation for quotations.
- (c) the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- (d) a law or funding arrangements requires a single source and specifies a specific vendor.

##### *Standard Exemptions*

15.6 The procurement team to develop a Standard List to serve as a waiver of the competitive sourcing requirement for goods and services that are frequently purchased and from a single source.

15.7 Standard List Exemptions include:

- (a) maintenance service and repair or replacement parts available from a single source for existing equipment and systems when no other manufacturer's parts or services can be utilised.
- (b) copyrighted and single source instruction materials, tapes, publications, manuscripts, films and personal library collections.
- (c) proprietary computer software, accessories and supplies, including expendable items from a single source for existing equipment and systems where no other manufacturer's product can be used. This includes software licenses.
- (d) renovations, modifications, maintenance or repair services for leased properties or space which are specifically provided for in the lease agreement and/or are required to be accomplished by the owner/landlord and subsequent reimbursed by the Secretariat.
- (e) memberships or subscriptions (excluding software)

*Miscellaneous Exemptions*

15.8 Miscellaneous exemptions include:

- (a) utility services whose rates or prices are fixed by regulatory processes or agencies
- (b) professional services including legal services, arbitrator or mediator services, accounting or engineering services
- (c) training and education services
- (d) Extra Budget funds that have specific conditions to fund all the cost of the purchase of specified goods and/or services from specific vendors.
- (e) implementation/programming/training services available only from the owner of copyrighted software or its contracted vendor.
- (f) library books, periodicals, subscriptions, educational databases, and other related library materials purchased by the Library or on behalf of the Library.
- (g) advertising on radio and television airtime, print or other media where selection is to be made by current audience/reader demographics.
- (h) Translation/Interpreter services or
- (i) Cultural

15.9 The Procurement Team Leader shall maintain a register of all exemptions granted by the Procurement Team Leader under this policy.

**16 Timescales**

- 16.1 Although it is in the Secretariat's best interests to conclude the procurement process as quickly as possible, in some circumstances an extension to the timelines associated with this Policy may be required.
- 16.2 Where an extension is required, the Procurement team will contact those involved to advise of the reasons for the extension and revised timelines.

**17 Vendor Management**

- 17.1 The Secretariat will ensure that new vendors meet minimum host country legal requirements in order to enter into a business relationship.
- 17.2 The Secretariat adopts a risk approach to vendor management. The level of scrutiny required for a vendor will depend on the type of vendor relationship and the level of risk to the Secretariat. A significantly higher level of scrutiny is required for a vendor signing a contract resulting from a Request for Proposal than for a vendor engaged in low-volume, low-level shopping activities.
- 17.3 The Secretariat will monitor and report on the performance of its vendors. Good monitoring of contract performance anticipates and facilitates correction before the Secretariat's relationship with the vendor is affected, and before value for money is compromised.

## **18 Information Management**

18.1 Staff must ensure that all relevant information produced under this policy is submitted to the Procurement Team for filing and further handling.

## **19 Complaints**

19.1 Procurement-related complaints may be brought to the attention of the Secretariat at the appropriate stage of the procurement process as stipulated in the complaints management procedure. Complaints must be addressed objectively and in a timely manner, with transparency and fairness.

19.2 The following circumstances in which a procurement-related complaint may be made. These are

- (a) decision to exclude – challenge the Secretariat’s decision to exclude an interested party from a procurement process (prior to the contract award decision being made)
- (b) decision to award – challenge the Secretariat’s decision to award the contract (after the contract award decision has been made)
- (c) fraud, corruption and malpractice – highlight in any complaint related to fraud corruption or malpractice.
- (d) defective and discriminatory – highlight any concerns that a procurement process is defective and/or discriminatory.

## **20 SPECIFIC DIRECTIVES**

20.1 Notwithstanding any clause in this Policy, the Secretary General at any time may at their discretion where the policy is silent or ambiguous make a judgment call.

20.2 Notwithstanding any clause in this Policy, the Secretary General at any time may at their discretion deviate from this policy should the circumstances deem necessary.

20.3 A staff member who is delegated authority under the Delegations Policy 2021 will be able to exercise powers within the scope granted.

## DEFINITIONS

This section is used to describe the meaning of a word, phrase, acronym or other set of symbols that is being used in the context of this policy and in conjunction with other related governance instruments.

**Bid** means a quotation or tender submitted by a bidder.

**Bidder** is individual or entity making a bid under the procurement and grant framework.

**Capital Works** means either the construction or design of infrastructure, civil engineering works or installation works for IT.

**Complaint** means an expression of dissatisfaction, issue or concern expressed by relevant interested party in relation to the procurement process.

**Consultancy** refers to activities requiring external technical and professional expertise beyond the Secretariat's internal capacity provided by individual consultant or firms.

**Emergency** means an event or situation:

- (a) which may give rise to immediate risk to life, property or equipment or
- (b) where standards of public health, welfare or safety have be re-established without delay.

**General services** refer to repairs and maintenance of equipment or furniture, janitorial or security services, lease of office space, offsite storage, transport services, importation and logistics services, media advertisements, health maintenance services, and other similar services.

**Goods** means all items of movable property including computer software and publications.

**Poor Planning** means the inadequate allocation of time and attention to a task under this policy that could reasonably be foreseen and actioned in advance, relative to that staff member's expected capabilities.

**Purchase Order** means a Secretariat generated document that authorises purchase transactions which, when accepted by the vendor becomes an agreement binding on both parties.

**Quotation** means a formal statement or offer made in response to an invitation to supply specified goods or services, and which contains an estimated cost for the goods or service.

**Services** means any general service, technical advice, technical assistance, studies or consultancies.

**Single source** means there is more than one vendor in the open market, but for reasons of standardisation, function or service, one vendor is recommended.

**Sole Source** is strictly construed to mean absolutely no other source for the good, service or capital works is available, including dealers, resellers or distributors.

**Tender** means a procurement method in which any qualified vendor in the open market can be invited to submit a quote to provide a goods or services required by the Secretariat.

**Threshold** means the value to be applied on the anticipated total expenditure, accumulated over the total term of the contract, in Fijian Dollars and inclusive of VAT. If the term is unspecified then a nominal term of three years is to be used for calculating the Threshold.

**Utilities** means goods/services that are considered essential: water, electricity, telephone or other communication systems.

**Vendor** means an individual or entity, who provides goods and/or services for a price to the vendor and meets the Secretariats minimum requirements to enter a business relationship with.

## REVIEW

This policy shall be reviewed periodically after the effective date or when necessary.

### HISTORY

Approved: 12<sup>th</sup> November 2021  
Effective: 12<sup>th</sup> November 2021  
Authorisation: Acting Secretary General – Dr Filimon M Manoni

### RELATED DOCUMENTS

Secretariat's Code of Conduct and Values 2018  
Delegations Policy 2021  
Engagement Policy 2021  
Evaluation Policy 2021  
Enterprise Risk Management Policy 2021  
Personal Information Protection Policy 2021

### REPEALS

Procurement and Tendering Policy and Procedure 2014 PTG-01-14

## Annex 1 Procurement and Grants Framework

This diagram illustrates the set of policies and procedures that collectively make up the Secretariat's procurement and grant framework.

