

ATTACHMENT A: SUMMARY OF PROCUREMENT PROCEDURES

HIGH VALUE PROCUREMENT

Threshold:	VT 10 million and above
Management:	Central Tenders Board (CTB) and head of agency
Approval:	CTB and Council of Ministers (COM)
Tender Method:	<ol style="list-style-type: none">1. First confirm with MFEM there is sufficient financial ability to meet all obligations of the contract;2. Default method is open, competitive, and transparent. Limited tendering only in exceptional circumstances. Methods are described on the CTB website https://ctb.gov.vu/.
Documents / forms:	Use standard tendering and contract documents on CTB website https://ctb.gov.vu/ .
Contract extension / variation:	<ol style="list-style-type: none">1. Must be approved by CTB2. See section 3B of Act for relevant criteria
Award restrictions:	Can only be awarded to a supplier with a Tax Clearance Certificate

LOW VALUE PROCUREMENT

Threshold:	VT 1 million and above but below VT 10 million
Management:	Head of agency
Approval:	Head of agency
Tender Method:	<ol style="list-style-type: none">1. Default method is open, competitive, and transparent.2. <u>Mandatory steps:</u><ol style="list-style-type: none">a) Prepare tender documents and advertise/send to potential suppliers (minimum 3);b) Head of agency approves tender evaluation committee membership;c) Tender evaluation committee evaluates tender submissions from suppliers and completes tender evaluation assessment form;d) Head of agency signs tender evaluation assessment form. If the head of agency disagrees with the recommendations of the tender evaluation committee, the procurement process must be restarted.e) Tender documents, signed tender evaluation assessment form and quotations are sent to MFEM Expenditure Analyst (EA) who must verify that the:<ol style="list-style-type: none">i. tender assessment evaluation form has been completed correctly and signed by head of agency;

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	<ul style="list-style-type: none"> ii. agency has the financial ability to meet the contract obligations; iii. procurement is aligned with agency's business plan; iv. correct tender process has been followed and selection of preferred supplier has been justified. <p>f) EA sends signed EA verification form to the agency;</p> <p>g) Contract prepared using standard contract document and signed by head of agency;</p> <p>h) Signed contract, supplier invoice, quotation assessment evaluation form, supplier quotations, and EA verification form, are sent with the LPO to MFEM for payment.</p> <p>2. Limited and selective tendering may be used only in exceptional circumstances and the use of which must be clearly explained and justified in the quotation assessment evaluation form.</p>
<p>Documents / forms:</p>	<p>Tender and contract documents can be found under 'Low Value Bidding Documents' at: https://doft.gov.vu/index.php/procurement-tender-government-guidelines/tender-board</p>
<p>Contract extension / variation:</p>	<ol style="list-style-type: none"> 1. <u>Only permissible if:</u> <ol style="list-style-type: none"> a) one time only; b) not more than 20% of the original value (variation); c) not more than 1 year (extension); d) not more than 100% of the original value (extension). 2. Agencies must obtain EA verification that funds are available to cover the variation / extension and that the above criteria have been met before signing a contract extension / variation. 3. If the variation or extension increases the total revised value of the contract (original cost plus variation/extension) to VT 10 million or above, the variation/extension must be approved by CTB.

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Threshold:	VT 100,000 and above, but not more than VT 1 million
Management:	Officer with appropriate financial delegation
Approval:	Officer with appropriate financial delegation
Tender Method:	<ol style="list-style-type: none"> 1. Solicit 3 written quotations; 2. Complete tender evaluation assessment form; 3. Send signed contract, supplier invoice, quotation assessment evaluation form, supplier quotations and LPO to MFEM for payment
Documents / forms:	Tender evaluation assessment form / LPO
Contract extension / variation:	Not permitted

Threshold:	Less than VT 100,000
Management:	Officer with appropriate financial delegation
Approval:	Officer with appropriate financial delegation
Tender Method:	<ol style="list-style-type: none"> 1. Ensure that the cost is reasonable; 2. Send signed LPO to MFEM for payment.
Documents / forms:	LPO
Contract extension / variation:	Not permitted