



MINISTRY OF FINANCE AND THE PUBLIC SERVICE


OFFICE OF PUBLIC PROCUREMENT POLICY

**GOJ Public Procurement Requisition
Engagement Procedure Form**


Notes to practitioners-

- i. The Procurement Requisition Engagement Procedure (PREP) provides a roadmap for the solicitation stage in procurement proceedings for **capital expenditure acquisitions** and will:
 - a. Set out clear acquisition objectives
 - b. Assist in managing acquisition and performance risk
 - c. Assist in establishing evidence based evaluation criteria
- ii. This form is intended for use by the procurement practitioner in collaboration with the requestor, legal advisor and other relevant stakeholders. **The form is to be completed by the procurement practitioner.**
- iii. **The PREP must be completed at least four (4) weeks prior to the planned invitation for offers**
- iv. This form must be included in the Record of Public Procurement required by Sections 39 and 47 of The Public Procurement Act 2015

SECTION 1

	PRELIMINARY INFORMATION			
	<i>Use this information for tracking and records management purposes</i>			
	Date of PREP Interview	<i>dd/mm/yyyy</i>		
	Is this acquisition captured on the entity's Annual Procurement Plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<small>If you have selected "no" to this question, you must attach evidence of approved budgetary support. <i>If approved budgetary support is not available terminate the interview.</i></small>
	Ref no.	<i>Ref Number (Annual Procurement Plan) Ministry/Department or Agency abbrev/year/00X</i>		
	Name and Title of Requestor			
	Name of Requesting Department/Unit			
Name and Title of Procurement Practitioner				


SECTION 2

	PROCUREMENT SUBJECT MATTER		
	<i>Use the information in this section to fully understand the procuring entity's requirements as this will enable effective market research, preparation of a clear and unambiguous solicitation document, and selection of appropriate contract types.</i>		
<p>a. This is for the acquisition of Goods <input type="checkbox"/> Works <input type="checkbox"/> Consulting Services <input type="checkbox"/></p> <p style="text-align: center;">Non-Consulting Services <input type="checkbox"/></p>			
<p>b. Now describe the subject matter <i>Description of subject matter (goods, works or services)</i></p> <p><i>Summary of quantity, size, special requirements.</i> <i>E.G.</i> <i>Ex- 4000 sq ft 3 storey building wheel chair access not for special purpose use</i> <i>Ex- Consulting services for pension fund manager for fund estimated at 3 billion</i></p>			

	<p>Historical Procurement (Spend History/Past Acquisition/Historical Performance) <i>Use this information to help with market research and to identify risk for the current acquisition</i></p> <p>a. Was there a previous <i>similar</i> acquisition? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>A similar acquisition is one that is of likeness in function, scope, specification, size and quantity as the contemplated acquisition</i></p> <p>b. If there was a similar previous acquisition, when was the last time this or similar acquisition was made? title(s) and value(s) contract(s)</p> <p>Lessons learnt:</p> <p>c. <i>What went well in the previous acquisition?</i> <i>(Consider repeating the good practices in the current acquisition)</i></p> <p>d. <i>What went wrong in the previous acquisition?</i> <i>(Use these to help with risk management strategy. For example was the contract executed on time? (Y/N) If not, what were the causes? Can these be controlled by the contract terms? By qualification criteria etc? Within budget? Was the contractor responsive to entity's requirements? Were there supply chain issues?)</i></p>
	<p>Acquisition Objectives</p> <p>a. What is the need to be addressed? What is the problem to be solved? <i>You must clarify your understanding of this acquisition. Use your previous knowledge, experience and common sense to probe whether additional services are required, to think through contract performance concerns, and to consider all the components of the acquisition that must be covered by the specifications/scope/TOR etc</i></p> <p><i>You may also use the information to decide if further consultation is necessary and who should be consulted</i></p> <p>b. What is the strategic/operational objective to be met by this acquisition <i>(Re-state this objective from the Strategic Business Plan/Corporate/Operational Plan. This is to re-affirm procurement's value to the organisation)</i></p> <p>c. Are there any procurement-linked social, economic or environmental considerations? <i>(For example- is there the possibility for including Micro Small and Medium Sized Enterprises under existing GOJ Special and Differential Treatment policies? Can this acquisition be optimised to earn carbon credits or reduce carbon footprint?)</i></p> <p>d. If procurement-linked ideas from c. above will be included, how will these be implemented?</p> <p>Specifications/TOR/Scope <input type="checkbox"/></p> <p>Qualification Criteria <input type="checkbox"/></p> <p>Contract Award Criteria <input type="checkbox"/></p> <p>Contract Clauses <input type="checkbox"/></p>
	<p>Specifications/Scope/Statement of Work/Terms of Reference</p> <p>a. From your discussions with the subject matter experts, indicate whether the specifications are best framed as:</p> <p>Performance (what is to be achieved) <input type="checkbox"/></p> <p>Functional (what a product is to do) <input type="checkbox"/></p> <p>Design <input type="checkbox"/></p> <p><i>(If combination, tick all applicable/relevant)</i></p>

	<p>b. Now, using the information from the acquisition objectives, brainstorm all the headings to be drafted in the Specifications/Scope of Works or Services/TOR</p> <p>List the headings here:</p> <p>c. Now, brainstorm the important commercial considerations that must be addressed by the legal agreement <i>(Examples of these are acceptance procedures, warranties, rebates and discounts, training, maintenance, upgrades etc.)</i></p> <p>d. Are there mandatory requirements in respect of the subject matter? Yes <input type="checkbox"/> No <input type="checkbox"/> Explain what these are and why they are mandatory</p> <p>e. Is there need for a specific brand or supplier? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, why must this specific brand be used or supplier be engaged?</p>
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SECTION 3

	<p>EVALUATION CRITERIA</p> <p><i>Use this information to brainstorm how the best supplier will be identified</i></p>
	<p>a. Eligibility</p> <p>What Public Procurement Commission (PPC) category should be used? <i>(Consult with the PPC if necessary)</i></p>
	<p>b. Qualification</p> <p><i>Information provided under this section will inform the qualification requirements within the issued tender documents. The qualification criteria will be used to mitigate contract performance risks and other reputational risks to government. An event may be considered a risk if the probability that it will occur is likely, and the impact on the organisation is significant. You can identify risks by considering past acquisitions of your entity, of other entities or by observing trends in the market.</i></p>

	<p>i. Brainstorm risks that may affect the performance of the contract</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="width: 30%;">Risk to be averted</th> </tr> </thead> <tbody> <tr> <td> Professional & Technical <i>(To what extent is the technical ability of the supplier, its staff or agents likely to compromise the supply, implementation and operation of the subject matter of the procurement)</i> </td> <td></td> </tr> <tr> <td> Financial Resources <i>(To what extent is the supplier's financial viability and resources likely to impact the commencement and execution of the contract)</i> </td> <td></td> </tr> <tr> <td> Equipment & Other Physical Facilities <i>(What equipment and facilities if any might hinder the efficient and timely execution of the contract)</i> </td> <td></td> </tr> <tr> <td> Managerial capability <i>(To what extent is the supplier organised to ensure adequate process controls to guarantee contract performance)</i> </td> <td></td> </tr> <tr> <td> Experience <i>(To what extent will the supplier's past experience affect its ability to successfully implement the contract)</i> </td> <td></td> </tr> </tbody> </table> <p>ii. Now that the risks have been considered, what criteria should be measured?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Qualification Criterion</th> <th style="width: 30%;">Target</th> </tr> </thead> <tbody> <tr> <td>Professional & Technical</td> <td></td> </tr> <tr> <td>Financial Resources</td> <td></td> </tr> <tr> <td>Equipment & Other Physical Facilities</td> <td></td> </tr> <tr> <td>Managerial capability</td> <td></td> </tr> <tr> <td>Experience</td> <td></td> </tr> </tbody> </table> <p>iii. Are there any other risks that should be assessed?</p>		Risk to be averted	Professional & Technical <i>(To what extent is the technical ability of the supplier, its staff or agents likely to compromise the supply, implementation and operation of the subject matter of the procurement)</i>		Financial Resources <i>(To what extent is the supplier's financial viability and resources likely to impact the commencement and execution of the contract)</i>		Equipment & Other Physical Facilities <i>(What equipment and facilities if any might hinder the efficient and timely execution of the contract)</i>		Managerial capability <i>(To what extent is the supplier organised to ensure adequate process controls to guarantee contract performance)</i>		Experience <i>(To what extent will the supplier's past experience affect its ability to successfully implement the contract)</i>		Qualification Criterion	Target	Professional & Technical		Financial Resources		Equipment & Other Physical Facilities		Managerial capability		Experience	
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	<p>a. Contract Award criteria <i>Please see Guidance Note 1/2020 – Criteria for Award of Contracts for further guidance. The Act requires that contracts must be awarded either on the basis that the bid offers the lowest price, or that in consideration of price and non-price factors, the bid is the most advantageous.</i></p> <p>Now determine which award criterion is most suitable</p> <p>i. Is this procurement subject matter <i>complex</i> or <i>novel</i>? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Procurement subject matter is complex if the specifications are difficult to define or if the procurement is high risk, competition is restricted to a limited market and the contract may involve unusual and highly customised commercial terms</i></p> <p><i>Procurement subject matter is novel if it is new, original or unique or has not been done or developed before</i></p>																								

ii. In your estimation is there any advantage to the procuring entity if it considers factors other than price? Yes No

iii. Is the procuring entity likely to benefit from any innovative solution to be proposed by bidders? Yes No

iv. Does the procuring entity have adequate budgetary allocation to consider factors other than price? Yes No



If the answer to any of the questions (i-iv) in this section is “Yes”, you should consider awarding the contract on the basis of the “most advantageous bid”.

b. Defining non-price factors for consideration

Criterion	Description

This contract will be awarded on the basis of:
 Lowest Price Most advantageous tender/offer
(In the solicitation document, you must indicate which of the contract award criteria will be used and where “most advantageous bid” will be used, you must set out the criteria, their descriptions, relative weights and the information you will use to evaluate each criterion)

SECTION 4

	<p>ADMINISTRATION <i>Use this information to finalise the evaluators and to manage stakeholder expectations by setting out a work-plan with clear target timelines.</i></p> <p>a. Who will evaluate the offers? (Will this be evaluated by PO and Requestor, or will an evaluation team be necessary?)</p> <p>b. If an evaluation team is necessary, please list the names, organisation and post title of each member on that team?</p>						
	<p>TARGET TIMELINES</p> <table border="1" data-bbox="365 1417 1485 1564"> <tr> <td>Market research completed by</td> <td><i>dd/mm/yyyy</i></td> </tr> <tr> <td>Price estimate refined by</td> <td><i>dd/mm/yyyy</i></td> </tr> <tr> <td>PREP Document approved by</td> <td><i>dd/mm/yyyy</i></td> </tr> </table>	Market research completed by	<i>dd/mm/yyyy</i>	Price estimate refined by	<i>dd/mm/yyyy</i>	PREP Document approved by	<i>dd/mm/yyyy</i>
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Signatures:

Requestor

Procurement Officer

Head of Procurement

(Print & Sign)

(Print & Sign)

(Print & Sign)