

# FINANCE CIRCULAR

MINISTRY OF FINANCE

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CIRCULAR NO: 12/2011

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FROM: Permanent Secretary for Finance

TO: All Permanent Secretaries and Heads of Departments

SUBJECT: **DIFFERENCE BETWEEN A TENDER & EXPRESSION OF INTEREST (EOI)**

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## 1.0 Objective

- 1.1 The objective of this circular is to inform Ministries and Departments of the difference between a Tender and Expression of Interest.
- 1.2 This circular outlines the procedures that demarcate a Tender from an Expression of Interest as it has been noted that most agencies advertise for Expression of interest and later request Government Tender Board (GTB) or the Minister of Finance to approve or waive their request.
- 1.3 The Fiji Procurement Office has observed a significant increase (39 compared to 16 in 2010) in the number of request for waiver - for Expression of Interest and Tender - for this year.

## 2.0 Procurement Authority

- 2.1 The procurement authorities delegated to Permanent Secretaries and Tender boards are as follows:

<u>Responsible Authority</u>	<u>Procurement limits</u>
Permanent Secretaries	\$30,000 or less
Government Tender Board	\$30,001 or more

- 2.2 The Permanent Secretaries may delegate procurement authorities within their respective Ministries or Departments in view of the skills and experience of officers however must ensure that officer does not exceed his or her limits of endorsement.

- 2.3 Each delegation of Procurement authority shall be documented in the Ministries' or Departments' Financial Manual.

### **3.0 Procedural Requirements**

#### **3.1 Tender**

- 3.1.1 Any procurement over \$30,001 is administered by the Fiji Procurement Office (FPO)
- 3.1.2 The procurement process in ministries and departments starts when the user agency identifies procurement needs and does a scoping study, conducts a market research to find out whether the goods, services or works is going to exceed \$30,001.
- 3.1.3 After gathering all the necessary information and it is established that such goods, services or works will be in excess of \$30,001, Ministries and Departments will prepare tender documentations, including the scope of works and submits to FPO for advertisement.
- 3.1.4 Ministries and Departments are to ensure that they refer to the check list before submissions are made to FPO. This will avoid unnecessary delays in the processing of requests for tenders.
- 3.1.5 Fiji Procurement Office will prepare a Terms of Reference with all the required information and sends to Fiji Sun Office for advertisement. It is also advertised in the Government Gazettes and sent to various embassies for overseas bidders.
- 3.1.6 A set guidelines to guide the Tender procedures and evaluation process is attached as **Appendix 1**. These procedures should be followed when tenders are requested for the supply of goods, services and works.

#### **3.2 Expression of Interest (EOI)**

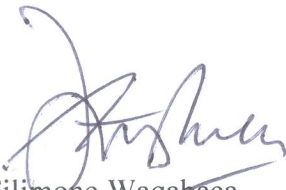
- 3.2.1 A procurement Ministry or Department may advertise an Expression of Interest to request information from potential suppliers and may use the list of potential suppliers that have submitted compliant submissions as the basis for seeking tenders or proposals.
- 3.2.2 An expression of interest must contain adequate information to ensure potential suppliers understand the procuring Ministry or Department's requirements and are able to prepare submissions in response to these requirements and must include the evaluation criteria that will be used to assess submissions and other relevant information.
- 3.2.3 If the expression of interest exceeds \$30,001 then the Ministry and Department advertising for an EOI have to opt for the tender process through the Fiji Procurement Office.



3.2.4 A set guideline to guide expression of interest and evaluation process is attached as **Appendix 2**.

#### **4.0 Conclusion**

- 4.1 These are some of the new changes outlined in the Fiji Procurement Regulations 2010 and we will also ensure that we address procurement processing in a timely and transparent manner. We hope to see all government officials and agencies following these policies and legislative requirement.
- 4.2 For any clarification on the content of this circular, please contact **Seini Tabete** on phone **3307011 ext. 2407** or email [stabete@govnet.gov.fj](mailto:stabete@govnet.gov.fj) and **Atama Masioliva** on **3307011 ext 2403** or email [atama.masioliva@govnet.gov.fj](mailto:atama.masioliva@govnet.gov.fj) respectively.
- 4.3 We look forward to your continued support in ensuring the successful implementation of this procedures and processes.



Filimone Waqabaca

**Permanent Secretary for Finance**

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