



Private Sector Outreach Workshop

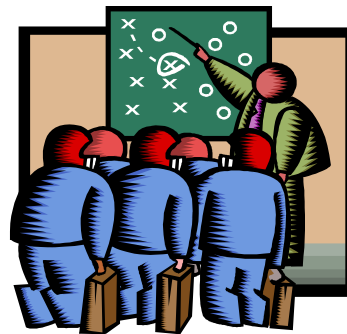
The New Public Procurement Procedures Handbook & Standard Bidding Documents

**Belize Chamber of Commerce and Industry (BCCI)
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Welcome to the Workshop!





Workshop Purpose



- Introduce the new Public Procurement Procedures of the GOB
- Familiarise with the first Public Procurement Procedures Handbook (PPPH) and Guidelines for the Private Sector
- Familiarise with the new Standard Bidding Documents for the government procurement of Goods, Works and Services



Workshop Objectives



- Provide understanding of the role of legal & procedural frameworks in public procurement
- Raise awareness on the strengthening of accountability and transparency in Government procurement procedures
- Improve knowledge of the tendering process and how to approach it
- Encourage Private Sector participation in public procurement



Workshop Contents



1. Why a Public Procurement Procedure Handbook and Standard Bidding Documents?
2. Important principles and standards in public procurement
3. Understanding the tendering process
4. Preparing and submitting tenders
5. Complaint mechanisms



1. Why a Public Procurement Procedures Handbook (PPPH) and Standard Bidding Documents?





1. Why a Public Procurement Procedures Handbook and Standard Bidding Documents?



Objectives of the PPPH:

- Promote basic principles that govern how Government performs the procurement of goods, works and services
- Provide instructions for the Public Procurement practice in accordance with international best practices
- Ensure the use of standard procedures across Government entities (ministries, departments, municipalities)
- Ensure the use of standard bidding documents and bids evaluation processes
- Provide guidelines for the Private Sector



1. Why a Public Procurement Procedures Handbook and Standard Bidding Documents?



Contents of the PPPH:

- **2 Volumes:**
 - **Volume I : the Handbook**
 - **Volume II : Standard Bidding Documents (SBDs) for the procurement of Goods, Works and Consulting Services; template formats for bids opening and evaluation**
- **Volume I comprises 2 Parts:**
 - **Part I : Guidelines for the Public Sector**
 - **Part II : Guidelines for the Private Sector**



1. Why a Public Procurement Procedures Handbook and Standard Bidding Documents?



Contents of Handbook Part II - Guidelines for Private Sector:

- **Doing business with the Public Sector**
- **Understanding the Tendering Process**
- **Approaching the Public Sector Market**
- **Preparing and Submitting Tenders**
- **Contract Award and Beyond**



2. Important Principles and Standards in Public Procurement

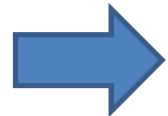




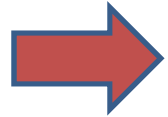
2. Important Guiding Principles in Public Procurement



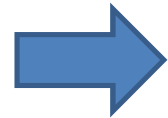
Fundamental principles:



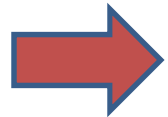
Competitiveness



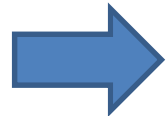
Best Value for Money



Fair-dealing & Equal Treatment



Transparency and Accountability



Integrity



2. Important Guiding Principles in Public Procurement



What is expected from Suppliers/Contractors:

- ✓ **Respect and not undermine the procurement process**
- ✓ **Adopt high business standards**
- ✓ **Not inhibit competition**
- ✓ **Perform fully, timely and honestly in accordance with contracts**



2. Important Guiding Principles in Public Procurement

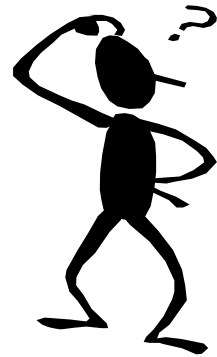


General Qualification requirements for suppliers/contractors:

- **Technical and professional qualifications**
- **Legal capacity**
- **Financial resources**
- **Past performance (at least 3 years)**
- **No Debarment**
- **Good standing with tax authorities**



3. Understanding the Procurement Process

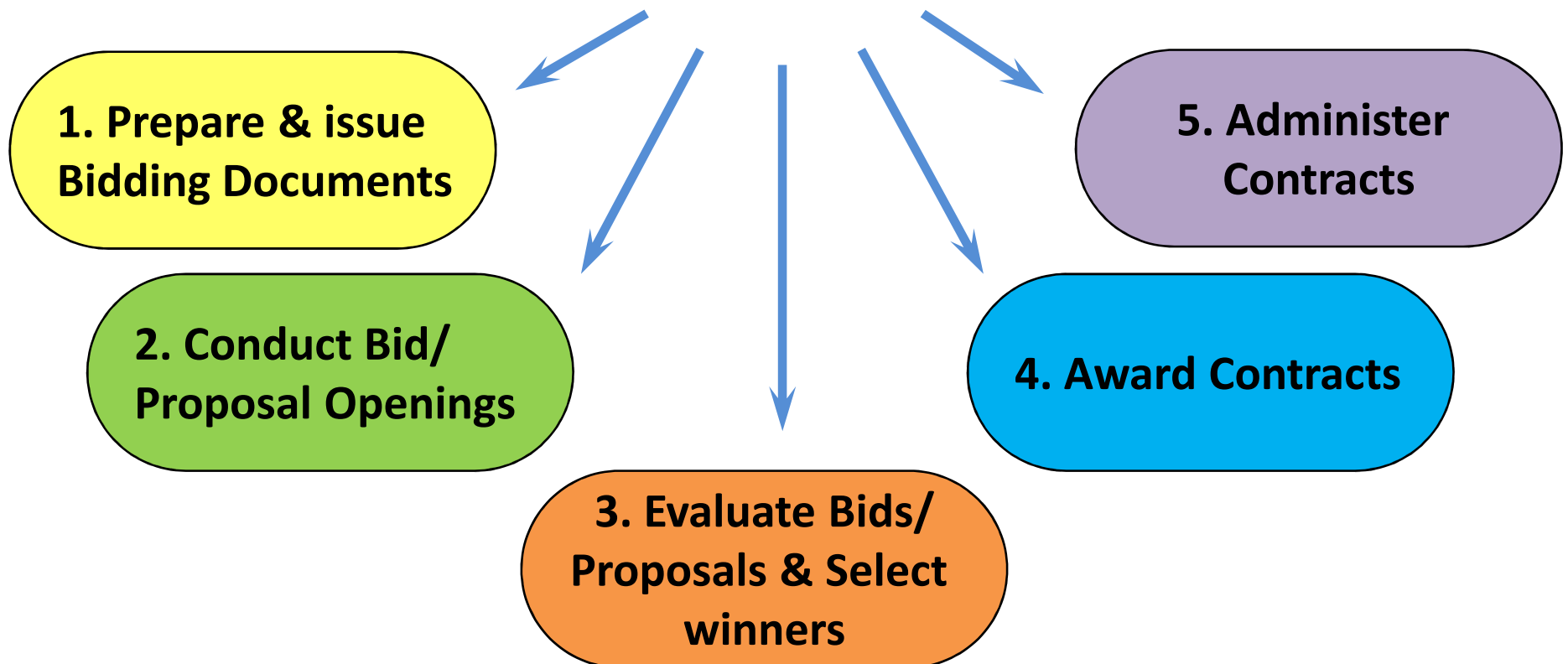




3. Understanding the Procurement Process



Role of Procuring Entities → Initiate and implement procurement processes:





3. Understanding the Procurement Process



Comparison of Main Tendering Procedures

1. Open Tendering

- ➔ above BZ\$ 20,000
- ➔ any interested bidder may request Bidding Documents
- ➔ requires advertising (newspaper, website)
- ➔ standard bidding documents
- ➔ public Bid opening



3. Understanding the Procurement Process



2. Selective Tendering

- Above \$10,000 and below 20,000 with advertising
- Below \$10,000 and above 1,000 (no advertising)
- Only open to invited suppliers/contractors
- May be open to unregistered suppliers/contractors if no prequalified firms answer, or not enough
- At least 3 bidders to ensure competition
- SBD = RFQ – shopping document
- Public Bid opening
- Quotation cannot be negotiated or changed



3. Understanding the Procurement Process



3. Limited Tendering

- **When Open or Selective procedures failed**
- **For emergency situations and routine supplies**
- **Only open to invited suppliers/contractors**
- **No advertising**
- **At least 3 bidders to ensure competition**
- **Standard bidding document (Open or RFQ)**
- **Public Bid opening**
- **Quotation cannot be negotiated or changed**



3. Understanding the Procurement Process



Main Types of Contracts

Lump Sum

- May be used for goods, works or consulting services when scope is clear.
- Bidder quotes a single price inclusive of all costs.
- Contract amount does not change.
- PE may require costs break down to justify price.

Unit Price

- Used for any kind of goods, works or general services.
- Bidder quotes a price for each unit/item.
- Contract amount Depends on quantity of items purchased.



4. Preparing and Submitting Tenders



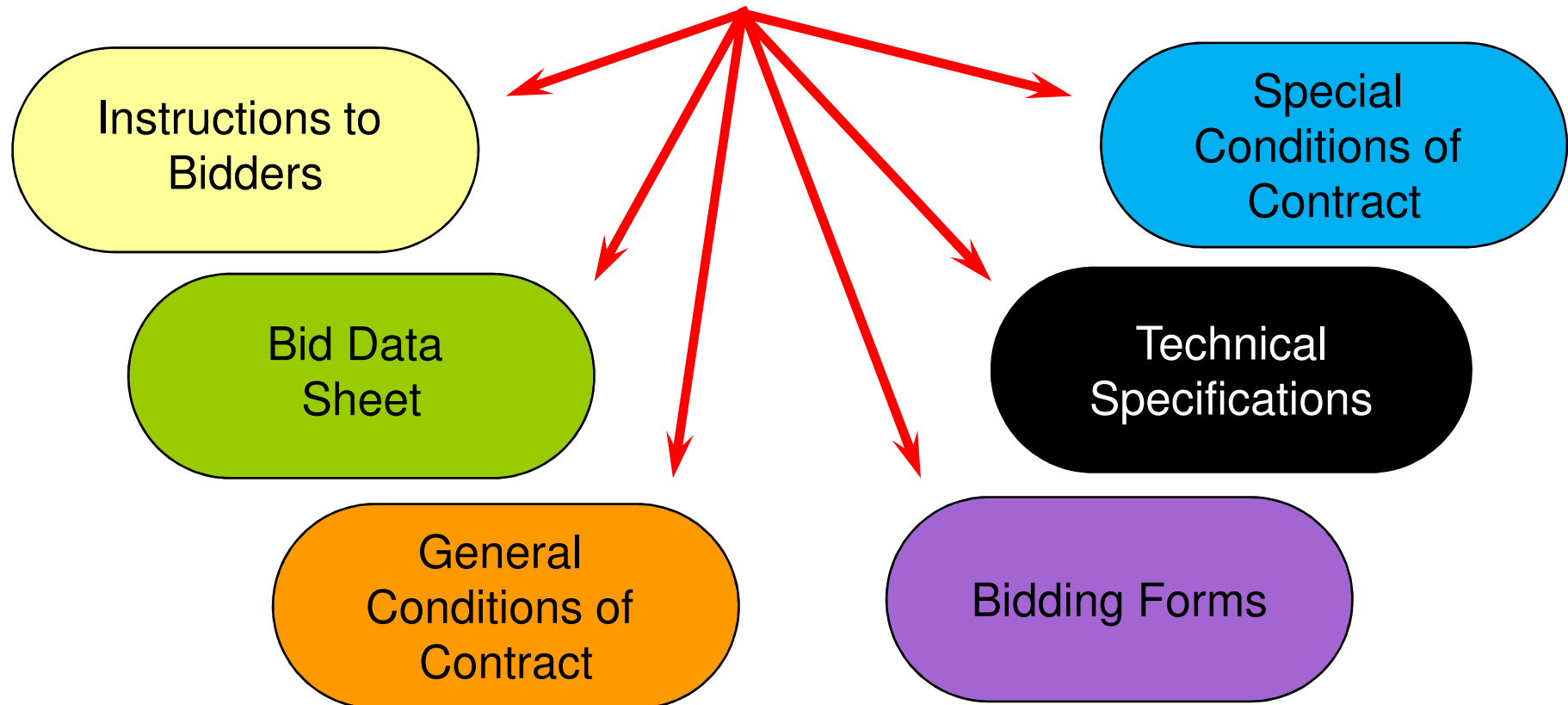


4. Preparing and submitting tenders



What to look for in Bidding Documents

Procuring Entities must use Standard Bidding Documents for goods, works and general services. Their main components are:



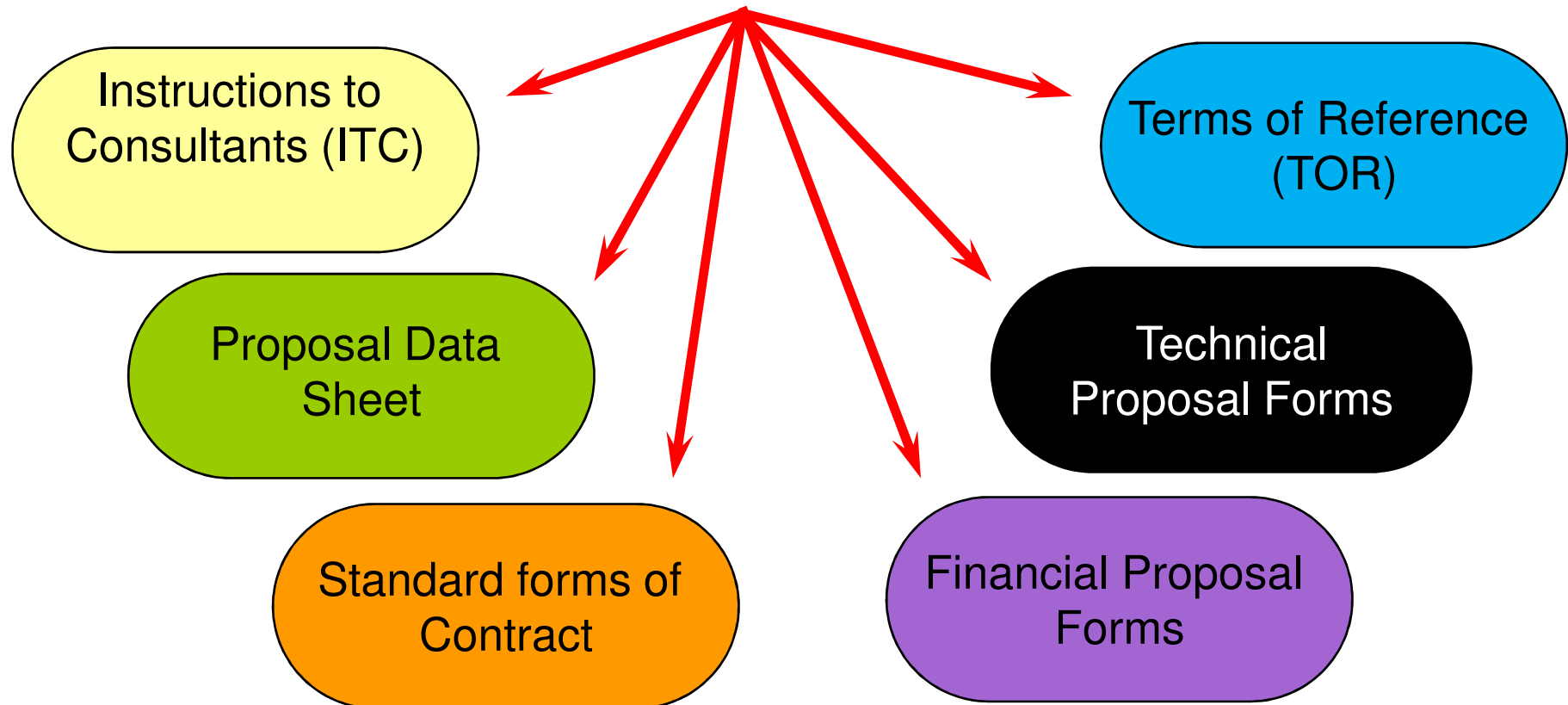


4. Preparing and submitting tenders



What to look for in Request for Proposals (RFP)

Procuring Entities must use this Standard Bidding Document for consulting services (Firms). Its main components are:





4. Preparing and submitting tenders



Preparing the Bid/Proposal

- Make a checklist of all requirements for submission (from Data Sheets, Instructions to Bidders, RFP)
- Set deadlines for:
 - Completing bid pricing
 - Obtaining bid security
 - Compiling information required for qualification
 - Providing legal documents, power of attorney, etc.





4. Preparing and submitting tenders



Preparing the Bid/Proposal

Follow Instructions Exactly:

- Number of copies
- Correctly marked envelopes
- Correctly signed, initialed
- Bid security included
- Supporting information
- Deliver on time



Allow enough time for bid delivery. **LATE BIDS WILL NOT BE CONSIDERED**, regardless of the reason.



4. Preparing and submitting tenders



Contractual Issues Deserving Attention Covered in GCC/SCC



- Payments terms
- Acceptance procedures (works, goods delivery)
- Penalties related to delays or non-performance
- Responsibility limits of both Parties
- Labour Laws and insurance
- Procedures for dispute resolutions
- Record keeping



5. Complaints Mechanisms





5. Complaints Mechanisms



Bidders are often best judges if the process is correct and fair, but don't have ground to complain about

- the selection of the procurement method
- the choice of a selection / evaluation procedure
- the decision to reject all tenders, proposals, offers or quotations
- the decision to not respond to a request for expressions of interest (EOI)



5. Complaints Mechanisms



Complaint Review Process

- Submit complaint in writing to the Head of the Procuring Entity, within 5 days from learning about the circumstances
- The PE shall respond with a written decision within 10 days
- Copy of the decision shall be sent by the PE to the Contractor-General's Office within 3 days
- Complaint submitted to the Contractor-General's Office (within 7 days) will incur 2% of contract value as registration fee
- Procurement proceedings shall be suspended during the complaint process.



**Thank you for your
time and attention!**

Questions?