



Government of Belize



Functional Group Sensitisation Workshop

Public Procurement Procedures Handbook (PPPH) Volumes I, II

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Welcome





Workshop Purpose



- **Workshop Context:**

- Support the Implementation of the Action Plan for strengthening the Public Financial Management (PFM) and Public Procurement systems in Belize.

- **Workshop Objectives:**

- Introduce participants to standardised procurement procedures and their benefits on the job performance and transparency
- Provide understanding of the Public Procurement Procedures Handbook (Volume I), and Standard Bidding Documents, Guidance Notes & Standard Formats and Templates (Volume II)
- Encourage the usage of the Handbook and SBDs across government entities



Workshop Contents



- 1. The Public Procurement Procedures Handbook (PPPH) Volume 1 - Procedures and Practices**
- 2. The Public Procurement Procedures Handbook (PPPH) Volume 2 - Standard Bidding Documents, Guidance Notes & Standard Formats and Templates**





1. The Public Procurement Procedures Handbook (PPPH)



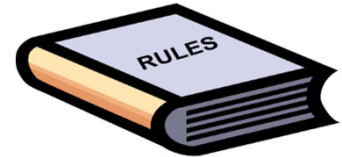
PPPH Role & Usage:

Volume I

- Reference tool providing guidance to public officials responsible for public procurement and asset disposal;
- Ensuring compliance with the current laws of Belize and application of procurement international best practices;
- Facilitate the standardisation of procurement practice across all Procuring Entities;
- Ensuring an efficient and transparent public procurement system;
- Provide advice and assistance to the private sector for competing successfully.

Volume II

Provides Standard Bidding Documents (SBDs), Guidance Notes & Standard Formats and Templates





1. The Public Procurement Procedures Handbook (PPPH) Volume I - Procedures



Table of Contents

- **Two Parts: One addressing the Public Sector and the other the Private Sector (one Glossary of Terms)**

- **Part I has 9 Chapters dealing with:**
 - 1. Introduction to Handbook**
 - 2. Legal & Institutional Framework of Public Procurement**
 - 3. Public Procurement guiding Principles & Objectives**
 - 4. Tenders Committees**
 - 5. Procurement planning & budgeting**
 - 6. Methods & Strategies for procurement of Goods, Works and general Services**
 - 7. Methods & Strategies for procurement of Consulting Services**
 - 8. Contract administration & monitoring**
 - 9. Complaints Procedures**



1. The Public Procurement Procedures Handbook (PPPH) Volume I - Procedures



Table of Contents

- **Part II** has **5 Chapters** covering:
 10. Doing business with the Public Sector
 11. Understanding the Tendering process
 12. Approaching the Public Sector market
 13. Preparing and Submitting Tenders
 14. Contract Award & Beyond



1. The Public Procurement Procedures Handbook (PPPH) Volume I - Procedures



Part I - Chapter 6. Procurement of G, W and GS - Methods/Strategies

Section 13 - Competitive Tendering

- The preferred method of procurement or disposal of assets is through an advertised, open and competitive process.
- Procuring Entities should identify contracting opportunities for products and services of which Belize Micro, Small and Medium Enterprises (MSME) may participate.
- Procuring Entities may use Prequalification of suppliers for goods and works.
- Use of single or two-stage tendering.

Section 14 – Pre-Qualification of Bidders

- Debarment, suspension and ineligibility of suppliers/purchasers.
- Pre-qualification criteria specified in pre-qualification document (technical, managerial, capabilities) are used for evaluation.
- Notification to unsuccessful participants



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Part I - Chapter 6. Procurement of G, W and GS - Methods/Strategies

Section 15 – Defining Contract & SBDs

- First important step of the procurement procedure.
- Elements to consider: Subject, value and duration of contract; Type of contract; Thresholds (to be defined).
- Selecting the right bidding documents.

Section 16 – Tendering Methods

- The preferred method of procurement or disposal of assets is Open Tendering Procedure.
- Two additional: Selective and Limited tendering procedures.
- Single source (direct contracting) procedure is exceptionally used.
- Micro procurement is used for small value procurement (under \$1000).
- Procedure for Asset disposal.
- Framework Agreements.



1. The Public Procurement Procedures Handbook (PPPH) Volume I - Procedures



Part I - Chapter 6. Procurement of G, W and GS - Methods/Strategies

Section 17 – Bid Opening

- All tenders must be publicly opened by the appropriate Tenders Committee (Bid Opening Committee) in line with the transparency principle.
- Bid opening preparation steps and conducting are defined in the bidding documents.
- Evaluation Plan (standardised document) must be formulated by the Secretary to the Tenders Committee to be used by the Evaluation Committee.

Section 18 – Bid Evaluation

- Critical step in procurement cycle conducted by an appropriate Tenders Committee (Tender Evaluation Committee)
- Basic steps are described in a flow cart and detailed.
- Outcome of the process is the Evaluation Report transmitted to the Tenders Committee, that is used for deciding the contract award.



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Part I - Chapter 6. Procurement of G, W and GS - Methods/Strategies

Section 19 – Contract Award

- Evaluation Committee recommends award.
- Tenders Committee reviews Evaluation Report and award recommendation.
- Head of Procuring Entity approves the award (may delegate to Tenders Committee).
- Preparation, negotiation and signing of contract process.
- Publishing of award; and debriefing of unsuccessful bidders.

Section 20 – SBDs & Important Clauses

- Complete set of standardised and harmonised Bidding Documents to be used by all Procuring Entities: Instructions to Bidders (ITB); General Conditions of Contracts (GCC); Specific Conditions of Contracts (SCC);
- SBDs development was the next step of the Expert's assignment.



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Part I - Chapter 6. Procurement of G, W and GS - Methods/Strategies

Section 21 – Important Contract Provisions

- Clauses that include adequate safeguards for Government of Belize.
- Include: clarification/modification of bidding documents; standards & brand names; bid validity and security; pricing and price adjustment; terms of payment; confidentiality; fraud and corruption.



1. The Public Procurement Procedures Handbook (PPPH) Volume I - Procedures



Part I - Chapter 7. Procurement of Consulting Services - Methods/Strategies

Section 22 – Procedure – Request for Proposals

- Flow chart describes the procurement cycle for Services and its key elements.
- Procurement cycle stages includes: Choice of method of procurement; Preparation of Terms of Reference (ToR) and Request for Proposals (RFP); Evaluation Reports; Final draft contract.
- RFP is a standardised bidding document to be used for consulting services by all Procuring Entities.
- Special features: Merit-point evaluation systems and two-envelop tendering (QCBS)



1. The Public Procurement Procedures Handbook (PPPH) Volume I - Procedures



Part I - Chapter 7. Procurement of Consulting Services, Methods/Strategies

Section 23 – Procurement Methods

- 4 main methods: QCBS; QBS; CQS; IC
- 3 others: FBS; LCS; SSS

Section 24 – ToR & Budget Estimate

- ToR are key document in RFP, and shall be developed following the standard format given.
- Realistic and accurate cost estimates are essential to accomplish the envisioned services.



1. The Public Procurement Procedures Handbook (PPPH) Volume I - Procedures



Part I - Chapter 7. Procurement of Consulting Services - Methods/Strategies

Section 25 – Expression of Interest (EOI)

- Standard form to be used by all Procuring Entities
- Must be published.
- Formal evaluation of Consultants' capabilities is required.
- Evaluation outcome: Shortlist of pre-qualified Consultants.

Section 26 – Preparation & Issue of RFP/Evaluation of Proposals/Contract Types and Negotiation

- Main elements of the RFP package: LOI; ITC; Technical proposal; Financial proposal; ToR; Standard forms of Contract.
- First evaluation stage is technical using qualification criteria and scoring points.
- Financial evaluation of proposals that have achieved the minimum qualifying score.
- Final score is reached by using the technical and financial scores.



1. The Public Procurement Procedures Handbook (PPPH) Volume I - Procedures



Part I - Chapter 7. Procurement of Consulting Services - Methods/Strategies

Section 27 – Contract Types and Negotiations

- 2 main Types: Lump Sum and Time-based.
- 3 others: Retainer base; Percentage Contract; Definite Delivery.
- Procuring Entity negotiates the contract with the awardee on key elements including work plan, staffing and ToR, and also cost depending on the method used.
- Tenders Committee approves the contract, and if above \$100,000 contract must be reviewed by Contractor General.
- Once contract is awarded, notification is sent to unsuccessful bidders.



1. The Public Procurement Procedures Handbook (PPPH) Volume I - Procedures



Part I - Chapter 8. Contract Administration and Monitoring

- Legal Basis - FARA, FO, SO and Best Practices;
- Effective management of contracts is essential to ensure that the objectives of the procurement process are achieved and that all contractual obligations and activities are completed efficiently by both parties to the contract;
- The Procuring Entity must ensure that routine monitoring of all current contracts is maintained so that swift remedial can be taken when problems arise, or preventative action taken when problems are foreseen.



1. The Public Procurement Procedures Handbook (PPPH) Volume I - Procedures



- Contract Supervision and Administration – Goods Contracts. Supervision and administration is straightforward in most procurement of goods but monitoring delivery schedules, processing of documents and the inspection of goods are all essential to ensure that the correct goods are delivered on time.
- Contract Supervision and Administration - Works Contracts. Contract supervision and administration of works contracts is often complex due to factors which could not be foreseen at the start of the work. This requires the appointment of project managers as stipulated in the contract documents to manage the project site and day to day activities of the contractor.
- Contract Supervision and Administration - Consulting Contracts. Monitor the activity and performance in accordance with the contract to ensure that levels of service are maintained and that deliverables are submitted or completed on time.



1. The Public Procurement Procedures Handbook (PPPH) Volume I - Procedures



Part I - Chapter 9. Handling of Complaints and Protest

- Any Supplier, Purchaser or Contractor may seek a review of the procurement process.
- A complaint shall, in the first instance, be submitted in writing to the Head of the Procuring Entity. (5 days)
- The Head of the Procuring Entity shall, within ten (10) days after the submission of the complaint, issue a written decision.
- The Head of the Procuring Entity does not issue a decision within ten (10) days, The complaint is entitled to institute proceedings for administrative review by the Contractor General's Office.
- Any complaint submitted to the Contractor General's Office shall be accompanied by a registration fee of 2% of the estimated value of the procurement or sale.



2. The Public Procurement Procedures Handbook (PPPH) – Volume II



2. The Public Procurement Procedures Handbook (PPPH) - Volume II, Standard Bidding Documents, Guidance Notes & Standard Formats and Templates





2. The Public Procurement Procedures Handbook (PPPH) - Volume II



Volume II Role & Usage:

- **Provides Standard Bidding Documents, Guidance Notes & Standard Formats;**
- **Informs and instructs potential Bidders of the requirements for a bid;**
- **Defines the scope of works, goods or services to be supplied;**
- **Defines the rights and obligations of the Procuring Entity and contractors/suppliers;**
- **Defines the conditions for a bid to be valid and responsive;**
- **Defines fair criteria for selecting a winning bid;**
- **Provides a unified and consistent tool for all Procuring Entities.**



1. The Public Procurement Procedures Handbook (PPPH) Volume II



Standard Bidding Documents

- | | |
|------------------|---|
| ANNEX I | Standard Bidding Document for Request for Quotations (Shopping), Goods. |
| ANNEX II | Standard Bidding Document for Request for Quotations (Shopping), Minor Works. |
| ANNEX III | Standard Bidding Document for Open Tendering, The Procurement of Goods. |
| ANNEX IV | Standard Bidding Document for Open Tendering, The Procurement of Works (Small Contracts). |
| ANNEX V | Standard Bidding Document for Open Tendering, The Procurement of Works (Large Contracts). |
| ANNEX VI | Standard Bidding Document for Request for Proposals, The Procurement of Consulting Services (Firms). |



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Guidance Notes



- ANNEX VII a** **Guidance Note for the use of Standard Bidding Documents For Request for Quotations (Shopping)**
- ANNEX VII b** **Guidance Note for the Use of Standard Bidding Documents for Works**
- ANNEX VII c** **Guidance Note for the use of Standard Bidding Documents for Goods**
- ANNEX VII d** **Guidance Note for the use of Standard Bidding Documents For Consulting Services (Firms)**



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Standard Formats

ANNEX VIII a Standard Bid Evaluation Format for the Procurement of Goods

ANNEX VIII b Standard Bid Evaluation Format for the Procurement of Civil Works

ANNEX VIII c Standard Proposal Evaluation Format for the Procurement of Consulting Services (Firms)

ANNEX VIII d Standard Bid Evaluation Format for RFQ under the Shopping Procedure (Goods and Works)



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Templates

- ANNEX VIII e Bid Submission Form Record**
- ANNEX VIII f Bid Opening Member Form**
- ANNEX VIII g Bid Opening Attendance Sheet**
- ANNEX VIII h Bid Opening Record Form**

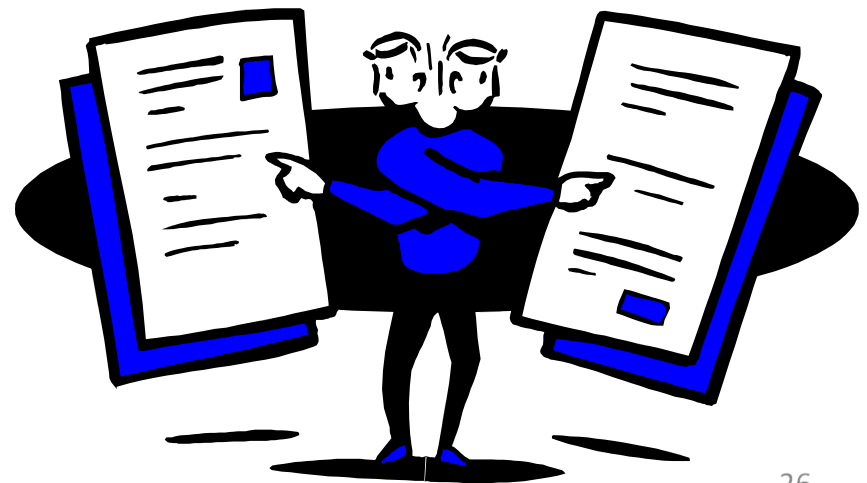


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BIDDING DOCUMENTS

- ✓ Goods, Works and Consultancy
- ✓ Guidance Notes
- ✓ Bid Evaluation Reports
- ✓ Additional Forms





2. The Public Procurement Procedures Handbook (PPPH) Volume II



ANNEX I Standard Bidding Document for Request for Quotations (Shopping), Goods

Mandatory for all Limited/Selective Tendering procedure, with an estimated value between BZD 1,000 - 20,000.

All goods procurement with an estimated value above BZD 10,000 can be advertised.

The time period between the appearance of the advertisement and the opening will be at least 14 days and no more than 35 days.

In addition to those who express interest, a shortlist of not less than three (3) national firms



2. The Public Procurement Procedures Handbook (PPH) Volume II



RFQ: 7 Sections.

1. Instructions to Bidders. (ITB)
2. Conditions of Contract for Supply of Goods
3. Price and Delivery Schedule
4. Technical Specifications and Drawings
5. Form of Quotations, and Statement on Ethical Conduct and Fraud and Corruption
6. Form of Contract Agreement
7. Bid and Performance Securing Declaration



2. The Public Procurement Procedures Handbook (PPPH) Volume II



ANNEX II Standard Bidding Document for Request for Quotations (Shopping), Minor Works

Mandatory for all Limited/Selective Tendering procedure, with an estimated value between BZD 1,000 - 20,000.

All small works procurement with an estimated value above BZD 10,000 can be advertised.

The time period between the appearance of the advertisement and the opening will be at least 14 days and no more than 35 days.

In addition to those who express interest, a shortlist of not less than three (3) national firms



2. The Public Procurement Procedures Handbook (PPH) Volume II



Documents:

The guidelines for the procurement of goods are described within this shopping process document in the italic text into brackets []

Users refer to Section 20 Standard Bidding Documents & Important Clauses of the Public Procurement Procedure (PPPH) Handbook (Volume I) and to the relevant Guidance Notes for SBDs (Annex VII a, PPPH Handbook, Volume II).



2. The Public Procurement Procedures Handbook (PPH) Volume II



- **RFQ: 8 Sections**
- 1. Instructions to Bidders. (ITB)
- 2. Conditions of Contract for Civil Works
- 3. Bill of Quantities
- 4. Technical Specifications and Drawings
- 5. Form of Quotation
- 6. Workplan
- 7. Form of Contract Agreement
- 8. Bid and Performance Securing Declaration



2. The Public Procurement Procedures Handbook (PPH) Volume II



ANNEX VII a Guidance Note for the Use of Standard Bidding Documents for Request for Quotations (Shopping)

The purpose of the Guidance Note is to provide additional assistance to the Procuring Entity on the preparation of standard Shopping documents.

The guidance note is intended to be used with the Request for Quotations (RFQ) standard bidding documents for the procurement of Goods, General Services or Minor Works.

Procuring Entities should only fill in the information specific to a particular procurement in the blank spaces indicated in the document, following instructions given in italic text into brackets []



2. The Public Procurement Procedures Handbook (PPH) Volume II



ANNEX VIII d Standard Bid Evaluation Format for RFQ under the Shopping Procedure (Goods and Works)

The standard quotation evaluation format has been prepared for the evaluation in the Request for Quotations (RFQ).

The evaluation must be in accordance with the criteria spelled out in the Request for Quotations.

It is mandatory for Procuring Entities to use this format in the evaluation of Bidders' quotes.



2. The Public Procurement Procedures Handbook (PPH) Volume II



ANNEX IV **Standard Bidding Document for Open Tendering,
The Procurement of Works (Small Contracts)**

ANNEX V **Standard Bidding Document for Open Tendering,
The Procurement of Works (Large Contracts)**



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2 types of contracts:

Lump Sum Contract (with activity schedule)

Quantity of work inputs difficult to define before construction.

Subject to change in quantity or specs. Resulting from site conditions

Admeasurements Contract (with BoQ)

Scope accurately quantified before construction.



2. The Public Procurement Procedures Handbook (PPH) Volume II



2 types of SBD:

Both have 9 Sections

1. Instructions to Bidders (ITB)
2. Bid Data Sheet (BDS)
3. General Conditions of Contract (GCC)
4. Special Conditions of Contract (SCC)
5. Specifications & Performance Requirements
6. Drawing
7. Activity Schedule/Bill of Quantities (BoQ)
8. Forms of Bid, Qualifications, Letter of Acceptance and Agreement
9. Security Forms



2. The Public Procurement Procedures Handbook (PPH) Volume II



ANNEX VII c. Guidance Note for the Use of Standard Bidding Documents for Works

The Guidance Note is to provide additional assistance to the Procuring Entity on the preparation of Standard Bidding Documents

The Guidance Note is intended to be used for the Small and Large contracts under the Open Tendering method.

Although two separate versions of Standard Bidding Documents are provided for respectively Small Works and Large Works, the format of the two versions is similar and therefore only this single Guidance Note is issued.



2. The Public Procurement Procedures Handbook (PPH) Volume II



ANNEX VIII b. Standard Bid Evaluation Format for the Procurement of Civil Works

The standard quotation evaluation format has been prepared for the evaluation in the Civil Works.

The evaluation must be in accordance with the criteria spelled out in the SDB.

It is mandatory for Procuring Entities to use this format in the evaluation.



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

Any Questions?





Any Comments?



**Ministry of Finance and Economic
Development**

Contact person: _____

Email: _____