



A journey in ACBF Procurement Journey One: “Let’s Embark”

September 2017



Why Book your flight?

- Explain the existing processes
- Assist you to better understand “*what*” and “*when*” we do “*what*” we do
- Understand your contribution in the procurement cycle
- Keeping you up to date with the current trends





Contents

Why Book your Flight?

- 1. Our Pre-flight Safety demonstration - our Procurement Principles*
- 2. Your Boarding Passes: Our Procurement Cycle*
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- 5. Way forward*



Welcome On board!

Yokoso

Salibonani

Yeksi Len Ak Jamm

Wezo

Bienvenue

Akwba

Mabibi Na Mabwana

A Fo Yeh

Enkuan Dehna Metachu

Makadini



Procurement Principles

✓ **Best Value for Money**

Situational

Balance between lifetime cost, quality and performance

must not be understood as buying the cheapest

✓ **The principle of Competition**

Competitive process = the most appropriate

Must be proportionate to the budget, nature of requirements & risk involved.

Good Governance

Over riding principle

- requires all stakeholders involved in a procurement process to act in **the interest of ACBF**, at all times, consistent with the applicable rules and policies to ensure funds are used according to their intended purposes.

✓ **The principle of Proportionality**

Must be appropriate to the objectives pursued and must not go beyond what is necessary to achieve their goals.

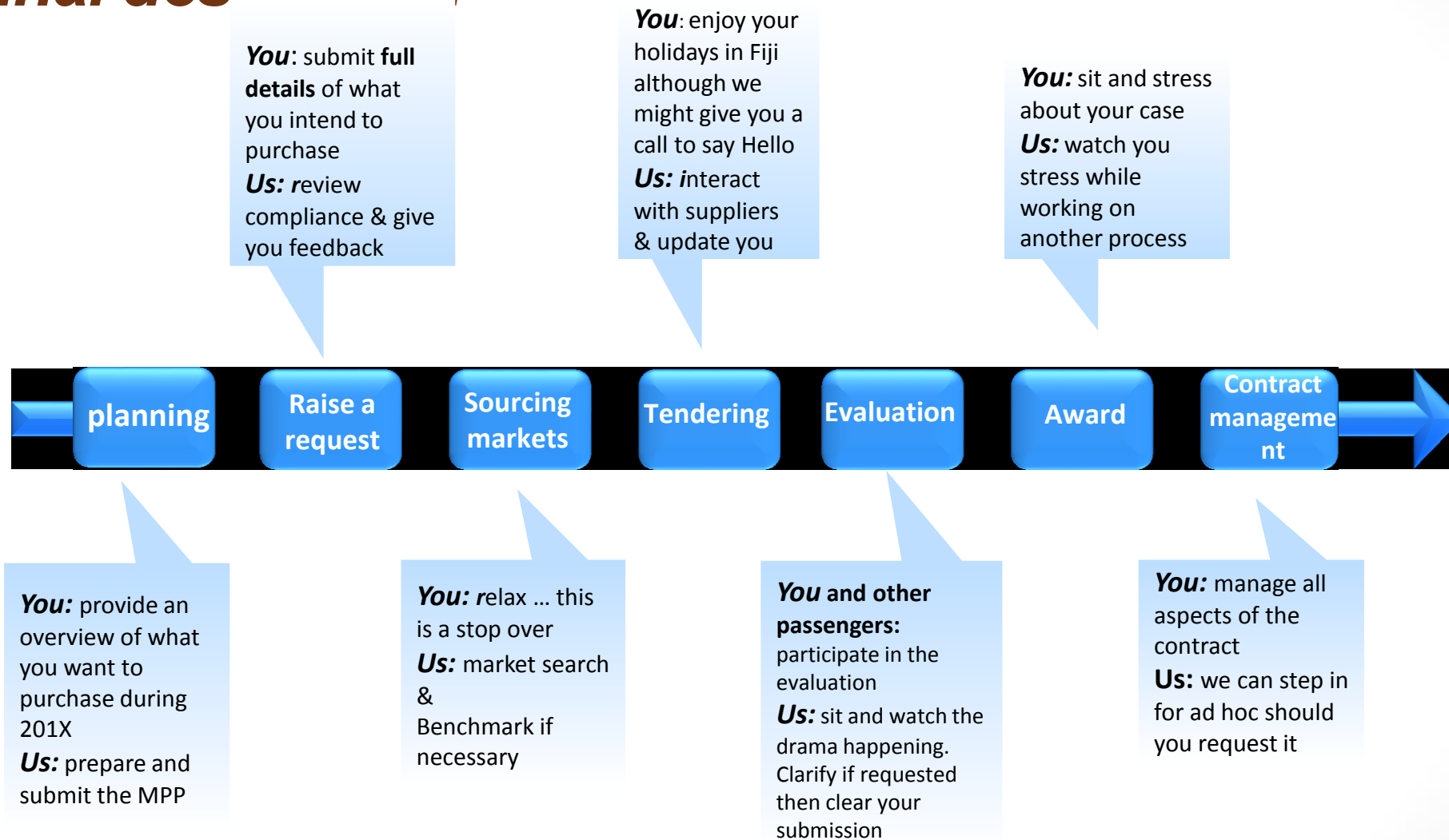
✓ **The principle of Transparency**

Must be contemplated across all the procurement cycle

✓ **The principle of Accountability**

staff involved in procurement are responsible for their decisions and actions

3. ACBF Procurement Cycle – Understand your role and final destination



Planning your activities

How it works

- ❖ Your input will help us prepare The corporate Master Procurement Plan
- ❖ Prepared at the end of each year and revised after **6 months** and/ or on **ad hoc basis**
- ❖ Ensures timely implementation of ACBF activities
- ❖ Provides indication on the budget
- ❖ Is Approved by ES annually



What do I need to consider?



Old Chinese proverb says in English

車の前で走っている男は "疲れている" ...車の後ろを走る男は "疲れた"

... And this is why you should consider our struggle...



Translation in Japanese

MAN who runs in front of a car gets “**tired**” ... man who runs behind a car gets “**exhausted**”

❖ Avoid changing *your requirement frequently* because this “tires” and “confuses” **procurement**
OR

❖ Avoid starting *too late* ... **YOU** will be tired not procurement (trust me)



Raising your Request

How it works

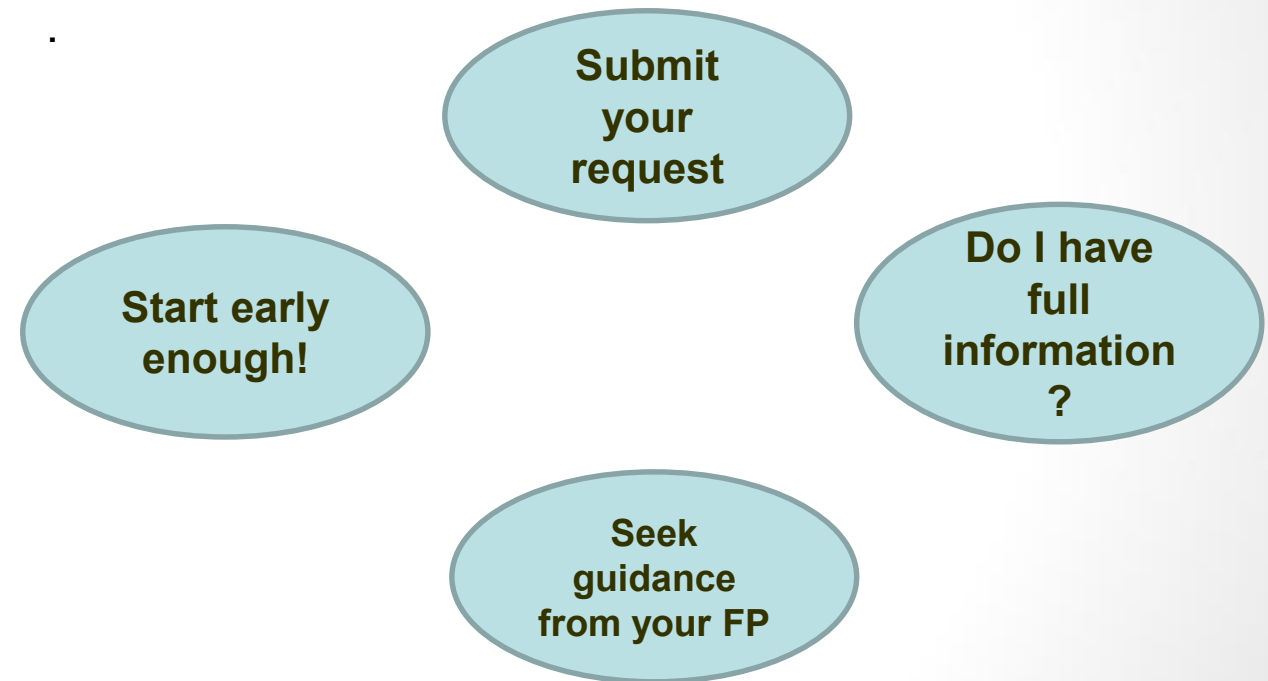
- ❖ You should provide full information on what you wish us to procure for you
- ❖ Your request should have been planned for in advance in the Master Procurement Plan. If your request is new or it is under emergency request please seek approval from the budget holder.
- ❖ Expect Procurement to liaise with you
- ❖ Provides indication on the budget

... Please remember...

No Request = No Process



What do I need to consider?



Sourcing Markets & Tendering



How it works

- ❖ Your involvement is mainly for bidders *clarifications* purposes
- ❖ Expect Procurement to liaise with you for *bidders clarifications* or *site visits*
- ❖ We will prepare the *evaluation package* and necessary *requests for approvals*

... Please remember...

Not to interact with suppliers or bidders as this hinders the principle of **transparency** and can alter **competitiveness** and might question your integrity

What do I need to consider?



Our available menu on board

Business class ticket (Competitive)

- ❖ Invitation to Tender
- ❖ Request for Proposal

Economy class ticket (Non Competitive)

- ❖ Shopping < 2,500 US\$
- ❖ Request for Quotation



What's the difference?

Competitive = Formal

- ❖ **ITT** = requirements are clear and the scope of work can be precisely defined
- ❖ **RfP** = more complex solutions where it is not possible to define the scope of work in advance or feasible to define precisely the best solution

Non competitive = Informal

- ❖ **Shopping** = low value purchases < 2,500 US\$
- ❖ **RfQ** = low value purchases above 2,500 US\$ but below threshold where the requirement is clear and specific.



Award

How it works

- ❖ We will liaise to provide you with an update
- ❖ We will answer any request for clarifications from senior management
- ❖ We will *officially* communicate the results to unsuccessful bidders and arrange for debriefing where requested
- ❖ We will provide input to CSU for drafting the contract and clear the procurement part of it (**only**)

BUT

It shall remain **your responsibility** to liaise with CSU for timely issuance and signing of the contract



What do I need to consider?



Booking your own flight

Single Sourcing

- State monopoly or oligopoly, where prices are explicitly regulated by a government legislation
- When the requirement involves a proprietary product or service
- Matters involving national defence or national security
- The goods or construction works are available from a particular supplier or contractor, or a particular supplier or contractor who has exclusive rights in respect of the goods or construction works and no reasonable alternative or substitute exists
- Standardization of equipment or spare parts, to be compatible with existing equipment, when purchased from the original supplier
- Case of emergency procurement

Sole Sourcing

- can be provided by **only** one supplier or a contractor having exclusive rights
- The required equipment is proprietary and obtainable only from one source
- as a condition of a performance guarantee
- recent purchase within the two months and there has been an arising requirement to purchase the same commodity, service or work not exceeding either twenty percent of the total cost or twenty percent of the quantity

Questions & Comments?

Thank you 😊

