

PROCUREMENT TIPS!!!!

- ⚖️ Get familiar with the procurement legislation – this is available on www.gov.ai. We are accountable to you as well so learn the standards to which you should hold us.
- ⚖️ Get familiar with the standard documents. Each time you participate in a procurement exercise the documents received should have the same basic information. There are five (5) sections in the standard procurement documents for large procurement:
 - 1) **Schedule A - Instruction for Bidders**
This Section gives the background to and an overview of the requirements of the Contract and the type of response sought from Bidders.
 - 2) **Schedule B - Conditions of Bidding**
This Section specifies the bidding process and conditions of bidding and describes the selection criteria that will be applied in the evaluation of bids received.
 - 3) **Schedule C - Conditions of Contract**
This Section comprises the Conditions of Contract - including a proposed agreement which is expected to form the basis of the Contract.
 - 4) **Schedule D – Specification/Scope of Services**
This Section is the specification for the services to be delivered.
 - 5) **Schedule E - Bid Return Schedules**
This Section comprises the Bid Return Schedules on which bid responses must be submitted.

Don't be intimidated by the bid document!

If you've read Schedules A and B already, and are familiar with the contents, then you will know that you don't have to read them in their entirety each time. You can then go directly to the items such as pre-bid meeting, bid submission date, and bid opening date, evaluation criteria, etc. Most of the other information points under A and B remain the same. You should, however, read A and B at least once so that you're familiar with requirements – A and B is designed around the legislation and supporting standard procurement practice to protect not only GoA's interests but also your (the bidders') interests.

In Schedule C the basic contract remains largely unchanged – only clauses specific to each procurement usually differ from one exercise to the other. Schedule D will always be unique to each procurement exercise as this tells you, in detail, what you are expected to deliver. Schedule E usually remains the same but may have some adjustments based on the procurement subject.

- ⚖️ At the end of each procurement exercise, you may request a debriefing to help you understand why you may have been unsuccessful in securing the contract.
- ⚖️ The Procurement Office is always willing to assist in your understanding of the procurement process(es) so please feel free to contact us for further information – procurement.mailbox@gov.ai.