CONTENTS

I. INTRODUCTION .............................................................................................................. 4
   1.1 Preamble .................................................................................................................. 4
   1.2 Purpose ..................................................................................................................... 4
   1.3 Coverage .................................................................................................................. 4
   1.4 Definition of Terms .................................................................................................. 4

II. PRINCIPLES .................................................................................................................... 5
   2.1 Ethics, Conflict of Interest and Confidentiality ......................................................... 5
   2.2 Fraud, Corruption and Criminal Activities ............................................................... 5

III. STAFF ROLES AND RESPONSIBILITY .................................................................... 6

IV. PROCUREMENT OF PRODUCTS AND SERVICES ...................................................... 6
   4.1 Preparation of Memorandum and Requisition Note .................................................. 6
   4.2 Choosing Procurement Methods ............................................................................. 7
   4.3 Identification of Procurement Committee Members ............................................... 8
   4.4 Undertaking Procurement Procedures ..................................................................... 8
   4.5 The criteria for considering the procurement result ............................................... 11

V. PROCUREMENT OF CONSULTANCY SERVICES ..................................................... 13
   5.1 Preparation of Memorandum and Choosing of Procurement Method ..................... 13
   5.2 Identification of Procurement Committee Members .............................................. 14
   5.3 Undertaking Procurement Procedures .................................................................... 14

VI. PROPERTY AND EQUIPMENT MANAGEMENT ....................................................... 15

VII. COMPLAINTS AND CONFLICTS .......................................................................... 16
LIST OF ANNEXES

Annex A  Memorandum and Requisition Note Form
Annex B  Purchase Order Form
1. INTRODUCTION

1.1 Preamble

The “Guidelines for Procurement of Products and Services” (hereinafter referred to as Guidelines) of the Secretariat (SEC) and Training Department (TD) of the Southeast Asian Fisheries Development Center (SEAFDEC) was prepared and approved by the Secretary-General and the Chief of TD (SG/TDC) in order to establish principles and provide clear procedures to ensure the efficiency, effectiveness and transparency of the procurement process of SEC and TD, and assure that the required products and services would be acquired in a timely manner and at the most reasonable cost.

1.2 Purpose

This Guidelines aims to provide standard procedures for the procurement of products and services to ensure the efficiency, effectiveness and transparency of the process, and obtain satisfactory quality of the products/services.

1.3 Coverage

The Guidelines shall be applied to the procurement of all products and services, including consultancy services, by SEC and TD. This shall also include the procurement under the SEAFDEC\(^1\) programs and projects, as well as collaborative projects under the execution/responsibility of SEAFDEC with funding from external sources.

For the projects under the SEAFDEC funds which are implemented by other organization/agency, such an agency/organization shall follow their respective procurement guidelines. In case if such guidelines is not available, the other organization/agency shall consult with SEAFDEC and apply this Guidelines as appropriate.

1.4 Definition of Terms

Following are the terms used in this Guidelines and their definitions:

- **Contract**
  A written agreement between SEAFDEC and a supplier/consultant indicating an intention of SEAFDEC to procure products and services, including consultancy services

- **Consultant**
  A person or a firm that provides consultancy service to SEAFDEC

- **Consultancy service**
  An action of undertaking professional work or providing professional advice that a consultant provides to SEAFDEC as specified in the Terms of Reference (TOR)

- **Equipment**
  All fixed assets such as furniture, fixture, laboratory apparatus, ship equipment, research equipment, training equipment and office equipment (e.g. computers, telephones, machines, etc.), electrical/mechanical appliances/devices, etc.

- **Materials**
  All short-lived and perishable items, such as, office, laboratory, research, electrical and mechanical materials; construction materials; common tools and implements not classified as equipment (e.g. spare parts, books and periodicals).

\(^1\) For the purpose of this Guidelines, SEAFDEC refers to the SEAFDEC Secretariat and Training Department.
Memorandum A written message that may be used in the office
Procurement An action of procuring products/services, including consultancy services
Product Property, equipment, materials and supplies that a supplier provides to SEAFDEC
Property All permanent structures and long-term assets, such as buildings, vessels, vehicles (i.e. cars, vans, trucks, motorcycles, bicycles)
Purchase Order An official confirmation of an order which SEAFDEC sends to a supplier
Quotation A formal document from a supplier setting out the estimated cost for products or services
Requisition A formal document prepared by SEAFDEC staff to request for procuring products or services
Service An action of helping or doing work that a supplier provides to SEAFDEC
Supplies Consumable items, such as stationery, toner cartridge, toilet paper, batteries, etc.
Supplier A person, company, or organization that provides, sells or supplies products and services to SEAFDEC
Tender, Tendering A process of choosing a supplier that offers products/services or consultancy services that meet the required specifications/TOR with the most reasonable price by asking several suppliers to make an offer

II. PRINCIPLES

2.1 Ethics, Conflict of Interest and Confidentiality

SEAFDEC is committed to ensuring robust governance and the ethical conduct of its procurement. All staff engaged in the procurement process shall:

- Avoid accepting any beneficiaries, e.g. gifts, hospitality or other favors, from any suppliers for personal benefit;
- Refrain from situations in which the staff would or could appear to have a conflict of interest that may affect the selection of supplier;
- Ensure that suppliers are able to compete in the procurement process on a fair, equal, non-discriminatory and transparent basis; and
- Preserve the integrity of the procurement process, maintain the confidentiality, and ensure the fairness of its treatment to all suppliers.

2.2 Fraud, Corruption and Criminal Activities

SEAFDEC shall ensure that the supplier selected through its procurement process has never been engaged in any fraudulent practices, corruption or criminal activities.

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SEAFDEC may cancel the Procurement Proposal or the Contract awarded to the supplier, or declare ineligible the supplier to participate in future procurement if at any time it determines that the supplier has directly or indirectly, engaged in such fraudulent practices, corruption and criminal activities.

III. STAFF ROLES AND RESPONSIBILITIES

Preparation of a Memorandum and Requisition Note for procuring products and services shall be undertaken by SEAFDEC staff based on the anticipated needs, and these shall be approved by their respective Section Head (TD) or Senior Officer (SEC); and Division Head (TD) or Coordinator (SEC).

For the **SEAFDEC Secretariat (SEC)**, procurement shall be undertaken by General Service Officer (GSO) or staff under the Office that prepares a Memorandum and Requisition Note under the supervision of the Senior Administrative Officer (SAO). SAO may further consult with Administrative and Finance Division Head (AFDH) of TD in the case of major procurement.

For the **SEAFDEC Training Department (TD)**, procurement shall be undertaken by Procurement Officer (PRO) under the supervision of the Administrative and Human Resources Section Head (AHRSH) in consultation with the Administrative and Finance Division Head (AFDH).

IV. PROCUREMENT OF PRODUCTS AND SERVICES

4.1 Preparation of Memorandum and Requisition Note

Procedures for the preparation of a Memorandum and Requisition Note for procuring products/services shall be as follows:

1) SEAFDEC staff shall prepare a Memorandum and Requisition Note based on the anticipated need, and submit the document for approval by their respective Section Head and Division Head, subsequently submit to AFDH$^{2}$ (or SAO, in case of SEC). The Memorandum and Requisition Note shall indicate the purpose and specifications/TOR of products/services, and may be attached with a quotation(s) and product sample(s), if available.

Remarks:
- Memorandum and Requisition Note for “materials and supplies” should be submitted to AFDH$^{2}$ at least seven (7) working days in advance.
- Memorandum and Requisition Note for “equipment” should be submitted to AFDH$^{2}$ at least fifteen (15) working days in advance.
- For procuring products/services with the price of more than THB 200,000 and THB 2,000,000 which needs to use the “Request for Quotation Method” and “Tendering Method,” respectively, the duration is subject to the submission of quotation from suppliers/tenderers.

2) AFDH$^{2}$ shall assign AHRSH$^{3}$ (or GSO, in case of SEC) to consider whether the required item is available in SEAFDEC stock, or should be procured.

3) For the item that is not available in SEAFDEC stock and should be procured, AHRSH$^{3}$ shall inform to AFDH$^{2}$. AHRSH$^{2}$ shall also assign PRO$^{4}$ (or GSO or staff of the requesting office, in case of SEC) to undertake the procurement.

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$^{2}$ For SEC, this function of AFDH should be undertaken by SAO.
$^{3}$ For SEC, this function of AHRSH should be undertaken by GSO.
$^{4}$ For SEC, this function of PRO should be undertaken by GSO or staff of the requesting office.
4.2 Choosing Procurement Methods

PRO\(^4\) shall choose a method for procuring products/services which is subject to their price and other specific conditions, \textit{i.e.:}

1) Price Agreement Method:
   This method shall be used for procuring products/services with the net price of not more than THB 200,000

2) Request for Quotations Method:
   This method shall be used for procuring products/services with the net price from more than THB 200,000 to THB 2,000,000

3) Tendering Method:
   This method shall be used for procuring products/services with the net price of more than THB 2,000,000.

Remarks:
- It is prohibited to procure products/services, which has high price and should be procured at one and at the same time (taking into consideration their functions and usages, and the benefit of SEAFDEC), into several procurements with lower prices with a view to change the procurement method and Approving Authority.

4) Special Purchase Method:
   This method shall be used for procuring products/services with the net price of more than THB 200,000, and with specific conditions that indicate the necessity to use the “Special Purchase” method.

Specific conditions for procuring “Products” using this method are as follows:
- The product is sold by auction;
- The product is urgently needed, otherwise it may cause a problem to SEAFDEC;
- The demand for the product is becoming higher (in the urgent situation or for the benefit of SEAFDEC); or the product needs to be repeatedly ordered;
- The product has to be ordered from abroad or through an international organization;
- The product (including equipment and spare parts) has special specifications or technical limitations, or only specific brand of the product is needed;
- SEAFDEC has a special agreement with a supplier of particular product;
- Procurement of land or building; and
- Procurement of product that had been undertaken using other methods before, but the result is not satisfying.

Specific conditions for procuring “Services” using this method are as follows:
- The service requires specific skill or special expertise;
- The service for equipment (\textit{e.g.} machine, mechanical, engine, electrical or electronics equipment) which needs to be opened and checked for any damages before estimating costs for such service;
- The service is urgently needed, otherwise it may cause a problem to SEAFDEC;
- The demand for such service is becoming higher (in the urgent situation or for the benefit of SEAFDEC), and the service needs to be repeatedly acquired;
- The service has special specifications that only specific provider could offer;
- Procurement of services from a hotel that could meet with specific requirements; and
• Procurement of services that had been undertaken using other methods before, but the result is not satisfying.

4.3 Identification of Procurement Committee Members

The following Procurement Committees are required for the different procurement methods:

1) Price Agreement Method:
   a) Inspection Committee

2) Request for Quotations Method:
   a) Receive and Envelope Opening Committee
   b) Inspection Committee**

3) Tendering Method:
   a) Receive and Envelope Opening Committee
   b) Tender Considering Committee*
   c) Inspection Committee**

4) Special Purchase Method:
   a) Product/Service Purchasing Committee
   b) Inspection Committee**

Each Committee shall comprise Chairperson and at least two (2) members appointed from SEAFDEC staff. Identification of SEAFDEC staff as Committee member shall take into consideration concerning duties and responsibilities of such staff.

For procuring products/services that require specialized knowledge, a specialist or a qualified person specializing in such procurement should also be appointed as Committee member. In such a case, other person(s) (non-SEAFDEC staff) may be appointed as Committee member, but the number should not exceed the number of Committee members from SEAFDEC staff.

Remarks:
* Chairperson and members of the “Tender Considering Committee” shall not be the same person as chairperson and members of the “Receive and Envelope Opening Committee.”
** Chairperson and members of the “Inspection Committee” shall not be the same person as chairperson and members of the “Receive and Envelope Opening Committee,” chairperson and members of the “Tender Considering Committee,” or chairperson and members of the “Product/Service Purchasing Committee.”

Conducting a meeting of any Committee requires Chairperson and at least a half of the Committee members. Chairperson and the members shall have one vote each; and the result of Committee meetings (except for Inspection Committee) would be decided by the majority votes of chairperson and members attending in the meeting. If the votes are equal, chairperson shall make the final decision. However, for the Inspection Committee, the decision must be unanimously agreed by chairperson and all the members of the Inspection Committee.

4.4 Undertaking Procurement Procedures

Procedures for procuring products/services using different methods shall be as follows:

1) Price Agreement Method:

Stage 1: PRO* shall directly contact a supplier(s) and request for a quotation, and shall negotiate on the price and conditions.
Remarks:
- For products/services with the net price of not more than THB 50,000, only one quotation is required.
- For products/services with the net price of more than THB 50,000, at least two quotations are required. However, in an emergency case or unavailability of the second quotation, a Memorandum shall be prepared to inform and seek approval from the SG/TDC.

Stage 2: PRO\(^4\) shall select an eligible supplier that offers to provide products/services that meet the required specifications/TOR with the most reasonable price (see 4.5: 1) Price Agreement Method)

Stage 3: PRO\(^4\) shall prepare a “Procurement Proposal,” indicating the use of Price Agreement Method, specifications/TOR of products/services, price from the selected supplier, members of the Inspection Committee, and attached with all quotation(s) from suppliers; and submit the Procurement Proposal to AHRSH\(^3\), subsequently to AFDH\(^2\).

Stage 4: AFDH\(^2\) shall seek approval from the SG/TDC or other Approving Authority as indicated in the Table of Approving Authority.

Stage 5: Upon approval of the SG/TDC or other Approving Authority, PRO\(^4\) shall issue a “Purchase Order” signed by AHRSH\(^3\) or Approval Authority, or a “Contract” signed by the SG/TDC and the supplier.

Stage 6: Upon delivery of products/services from the supplier, the Inspection Committee shall inspect and approve receiving of such products/services.

Stage 7: Procured products/services that are considered as property or equipment shall be recorded in the SEAFDEC Inventory Record.

2) Request for Quotations Method:

Stage 1: PRO\(^4\) shall prepare a “Procurement Proposal,” indicating the use of Request for Quotations Method, specifications/TOR of products/services with indicative price, and members of Committees, namely: 1) the Receive and Envelope Opening Committee, and 2) the Inspection Committee; and submit the Procurement Proposal to AHRSH\(^3\), subsequently to AFDH\(^2\).

Stage 2: AFDH\(^2\) shall seek approval from the SG/TDC.

Stage 3: Upon approval of the SG/TDC, PRO\(^4\) shall send an invitation to several suppliers and announce the Request for Quotations to the public including through the SEAFDEC Website. The invitation shall specify the deadline for submitting a sealed quotation (by fifteen (15) working days, but could be extended for another fifteen (15) working days if necessary).

Remarks:
- Prior to the submission of a quotation for construction services, interested suppliers are requested to obtain/purchase procurement documents from PRO\(^4\), and register in the “List of Interested Suppliers.”

Stage 4: PRO\(^4\) shall gather the sealed quotations submitted by suppliers and issue the evidence of receipt to each supplier.
Stage 5: Within three (3) working days after the deadline indicated in the invitation, PRO shall provide all sealed quotations to the Receive and Envelope Opening Committee to check and select an eligible supplier(s) and sign in all relevant documents.

Stage 6: The Receive and Envelope Opening Committee shall consider, and select a supplier who offers to provide products/services that meet the required specifications/TOR with the most reasonable price (see 4.5: 2) Request for Quotations Method).

Stage 7: The Receive and Envelope Opening Committee shall summarize the results from the envelop opening and report to the SG/TDC for approval.

Stage 8: Upon approval of the SG/TDC, PRO shall issue an official letter to inform each supplier on the result of selection.

Stage 9: PRO shall prepare a “Purchase Order” signed by AHRSH or a “Contract” signed by the SG/TDC and the selected supplier.

Stage 10: Upon delivery of products/services by the supplier, the Inspection Committee shall inspect and approve the receiving of such products/services, and inform to SG/TDC to seek approval for payment.

Stage 11: Procured products/services that are considered as property or equipment shall be recorded in the SEAFDEC Inventory Record.

3) Tendering Method:

Stage 1: PRO shall prepare a “Procurement Proposal” indicating the use of Tendering Method, specifications/TOR of products/services with indicative price, and members of Committees, namely: 1) the Receive and Envelope Opening Committee, 2) the Tender Considering Committee, and 3) the Inspection Committee; and submit the Procurement Proposal to AHRSH, subsequently to AFDH.

Stage 2: AFDH shall inform to the SG/TDC.

Stage 3: The SG/TDC shall consult and seek approval from the Administrative Committee as indicated in the Table of Approving Authority.

Stage 4: Upon approval of the Administrative Committee, PRO shall send an invitation to several suppliers and announce the Tendering to the public including through the SEAFDEC Website. The invitation shall specify the deadline for submitting a quotation (by thirty (30) working days, but could be extended for another thirty (30) working days if necessary).

Stage 5: PRO shall gather the sealed quotation envelopes submitted by tenderers and issue the evidence of receipt to each tenderer.

Stage 6: Within three (3) working days after the deadline indicated in the invitation, PRO shall provide all sealed quotation envelopes to the Receive and Envelope Opening Committee to check and put together the eligible tenderers, and send the list of eligible tenderers to the Tender Considering Committee.

Stage 7: The Tender Considering Committee shall consider and select a tenderer whose proposal meets the specifications/TOR and offers the most reasonable price (see 4.5: 3) Tendering Method).
Stage 8: The Tender Considering Committee shall summarize the results of tendering and report to the SG/TDC for approval.

Stage 9: Upon approval of the SG/TDC, PRO shall issue an official letter to inform each tenderer on the result of selection.

Stage 10: PRO shall prepare a “Contract” signed by the SG/TDC and the selected tenderer.

Stage 11: Upon delivery of the products/services from the supplier, the Inspection Committee shall inspect and approve receiving of such products/services, and inform to the SG/TDC to seek approval for payment.

Stage 12: Procured products/services that are considered as property or equipment shall be recorded in the SEAFDEC Inventory Record.

4) Special Purchase Method:

Stage 1: PRO shall directly contact supplier(s) and request for a quotation, and shall negotiate on the price and conditions.

Stage 2: PRO shall prepare a “Procurement Proposal,” indicating the use of Special Purchase Method, specifications/TOR of products/services with indicative price, and members of Committees, namely: 1) the Product/Service Purchasing Committee, and 2) the Inspection Committee; and submit the Procurement Proposal to AHRSH, subsequently to AFDH.

Stage 3: AFDH shall seek approval from the SG/TDC or other Approving Authority.

Stage 4: Upon approval of the SG/TDC or other Approving Authority, the Product/Service Purchasing Committee shall consider quotations, and select a supplier who offers to provide product/services that meet the required specifications/TOR at the most reasonable price (4.5: 4) Special Purchase Method).

Stage 5: The Product/Service Purchasing Committee shall inform the selection of supplier to the SG/TDC.

Stage 6: Upon approval of the SG/TDC, PRO shall issue a “Purchase Order” signed by AHRSH or a “Contract” signed by the SG/TDC and the supplier.

Stage 7: Upon delivery of products/services from the supplier, the Inspection Committee shall inspect and approve receiving of such products/services, and inform to SG/TDC to seek approval for payment.

Stage 8: Procured products/services that are considered as property or equipment shall be recorded in the SEAFDEC Inventory Record.

4.5 The criteria for considering the procurement result

1) Price Agreement Method:

a) Consider the eligibility of supplier(s):
   - Supplier must be a person or a juristic person/corporation who has a business concerning the product/service under the procurement.
   - Supplier must not be in the list of Suppliers of Abandoned Government Projects.
• Supplier must not have mutual beneficiaries with other supplier and/or the procurement team of SEAFDEC.
• Supplier must not receive privileges or immunities which may refuse to submit to the Thai court; unless the privileges or immunities had been cancelled.

b) Consider supplier(s) that offers products/services that meet the required specifications/TOR

c) Consider a supplier that offers products/services with the most reasonable price (total price, price per item, price per unit)

2) Request for Quotations Method:

a) Consider the eligibility of supplier(s):
• Supplier must be a person or a juristic person/corporation who has a business concerning the product/service under the procurement.
• Supplier must not be in the list of Suppliers of Abandoned Government Project.
• Supplier must not have mutual beneficiaries with other supplier and/or the procurement team of SEAFDEC, and must not act to resist the fair price competition.
• Supplier must not receive privileges or immunities which may refuse to submit to the Thai court; unless the privileges or immunities had been cancelled.
• Supplier for construction services must be in the List of Interested Suppliers.
• Supplier for construction services must provide the evidence of relevant past achievements, such as recommendation letter(s) or copy of contract(s) (certified true copies is needed).

b) Consider supplier(s) that offers products/services that meet the required specifications/TOR, or equivalent

c) Consider a supplier that offers products/services with the most reasonable price (total price, price per item, price per unit)

3) Tendering Method:

a) Consider the eligibility of tenderer(s):
• Tenderer must be a juristic person/corporation who has a business as announced in the Tendering announcement.
• Tenderer must not be in the list of Suppliers of Abandoned Government Projects, or must not be affected from any person or any juristic person/corporation of Abandoned Government Projects.
• Tenderer must not have mutual beneficiaries or must not be an affiliated corporation with other tenderer, or must not act to resist the fairly competition tendering.
• Tenderer must not receive privileges or immunities which may refuse to submit in the Thai court; unless the privileges or immunities had been cancelled.
• Tenderer must not be in the list of juristic persons/corporations that do not show Revenues and Expenditures Account to the government or have showed incorrect information
• Tenderer must have experience in successful tendering for the government sector, government enterprise or private sector. A tenderer must provide evidence, such as recommendation letter(s) or at least one copy of contract (certified true copy is needed) for tendering with the budget of not less than THB 2,000,000 and the inspection had been done within the past three (3) years.
• Tenderer and a tendering document receiver must be the same juristic person/corporation. A tendering document receiver could not transfer the right to others, and each tenderer could not offer more than one tendering price.
If a tenderer is a joint venture, the following qualifications must be met:

- Joint venture registered as new juristic person/corporation must meet the qualifications on the eligibility of tenderer. The work achievement evidence of any partner of such joint venture can be submitted as an achievement evidence of the joint venture offering the proposal if such achievement also meets with the abovementioned requirements.
- If a joint venture is not registered as new juristic person/corporation, all partners of such joint venture must meet with the qualifications on the eligibility of tenderers, unless there is a written agreement among the partners indicating a particular partner to take the main responsibility of offering a proposal, and such agreement is submitted together with the proposal. In such case, the joint venture can use the achievement of the main partner as an evidence of achievement of the joint venture offering the proposal.

b) Consider tenderer(s) that offers products/services that meet the required specifications/TOR

c) Consider a tenderer that offers products/services with the most reasonable price (total price, price per item, price per unit)

4) Special Purchase Method:

a) Consider the eligibility of supplier(s):
   - Supplier must be a person or a juristic person/corporation who has a business concerning the product/service under the procurement.
   - Supplier must not be in the list of Suppliers of Abandoned Government Projects.
   - Supplier must not have mutual beneficiaries with other supplier and/or the procurement team of SEAFDEC.
   - Supplier must not receive privileges or immunities which may refuse to submit in the Thai court; unless the privileges or immunities had been cancelled.

b) Consider the ability of the supplier to deliver products/services in accordance with the required specifications/TOR and with the most reasonable price

V. PROCUREMENT OF CONSULTANCY SERVICES

5.1 Preparation of Memorandum and Choosing of Procurement Method

Procedures for preparing a Memorandum and choosing a procurement method for consultancy services shall be as follows:

1) SEAFDEC staff shall prepare a Memorandum for Procurement of Consultancy Services, and submit the document for approval by their respective Division Head, and subsequently submit to the SG/TDC for approval. The Memorandum shall indicate the followings:
   a) Justification for consultancy work;
   b) Terms of Reference (TOR) of consultancy work;
   c) Qualifications of consultant;
   d) Location of assignment;
   e) Cost estimates for consultancy work, including travel costs if required; and
   f) Period for consultancy work.

The Memorandum shall also specify the method for procurement based on the following criteria:

(i) Specific Method: For consultancy service that:
   a) Requires specific qualifications and capacity that only a specialist consultant could offer;
b) The consultancy fee is not more than THB 200,000; or

c) Considered as extension of the existing contract for consultancy service, of
which the fee for such extension does not exceed 50% of the existing contract
fee.

(ii) Tendering Method: For consultancy service that:

a) Does not require specific qualifications and capacity from a specialist consultant,
and the estimated consultancy fee is more than THB 200,000.

2) Upon the approval of the SG/TDC, AFDH² shall assign PRO⁴ to undertake the procurement.

5.2 Identification of Procurement Committee Members

The following Procurement Committees are required for the procurement of consultancy services:

1) Specific Method

   a) Inspection Committee

2) Tendering Method

   a) Selection Committee

   b) Inspection Committee*

Each Committee shall comprise Chairperson and at least two (2) members appointed from SEAFDEC staff, taking into consideration their duties and responsibilities.

For the procurement of consultancy services that requires specialized knowledge, a specialist or qualified person in such a specific field should be appointed as Committee member. In such case, other person (non-SEAFDEC staff) may be appointed as Committee member, but the number should not exceed the number of Committee members from SEAFDEC staff.

Remarks:

* Members of the “Inspection Committee” shall not be the same persons as members of the
“Selection Committee.”

Conducting a meeting of any Committee requires Chairperson and at least a half of the Committee members. Chairperson and the members shall have one vote each; and the results of Committee meetings (except the Inspection Committee) would be decided by the majority votes of Chairperson and the members attending in the meeting. If the votes are equal, Chairperson shall make the final decision. However, for the Inspection Committee, the decision must be unanimously agreed by Chairperson and other members of the Inspection Committee.

5.3 Undertaking Procurement Procedures

1) Specific Method

Stage 1: PRO⁴ shall prepare a “Procurement Proposal” indicating the use of Specific Method, Terms
of Reference (TOR) of consultancy services and members of the Inspection Committee; and
submit the Procurement Proposal to AHRSH², subsequently to AFDH².

Stage 2: AFDH² shall seek approval from the SG/TDC or other Approving Authority.

Stage 3: Upon approval of the SG/TDC or other Approving Authority, PRO⁴ shall contact
potential consultants to inform on the required services under the procurement, obtain
information on the consultant’s qualifications, and make an initial agreement on the terms of
work and fee; and report the results to the SG/TDC for approval.

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Stage 4: Upon approval of the SG/TDC, PRO⁴ shall prepare a “Contract” signed by the SG/TDC and the consultant.

Stage 5: PRO⁴ and the Inspection Committee shall keep track of the progress of works in line with the terms specified in the Contract, and report to the SG/TDC to seek approval for payment.

Remarks:
- In the procurement of services with a person belonging to other organization or national agency, SEAFDEC shall ensure that such a procurement arrangement does not lead to a conflict of interest with such organization/agency, i.e. signing a contract by the person including the terms of work should be agreed upon by their respective organization/agency; the amount off service fee should not exceed the normal salary that the staff receives from their respective organization/agency; and the payment shall be made through their respective organization/agency.

2) **Tendering Method**

Stage 1: PRO⁴ shall prepare a “Procurement Proposal” indicating the use of Tendering Method, Terms of Reference (TOR) of consultancy services, and members of Committee, namely: 1) the Selection Committee, and 2) the Inspection Committee; and submit the Procurement Proposal to AHRSH, subsequently to AFDH².

Stage 2: AFDH² shall seek approval from the SG/TDC or other Approving Authority.

Stage 3: Upon approval of the SG/TDC or other Approving Authority, PRO⁴ shall announce an invitation for tendering of consultancy services to the public including through the SEAFDEC website. The invitation shall specify, among others, the deadline for submitting an application (by thirty (30) working days, but could be extended for another thirty (30) working days if necessary).

Stage 4: Within three (3) working days after the deadline indicated in the invitation, and upon receiving of application from at least three (3) consultants, PRO⁴ shall provide all the applications to the Selection Committee to consider, and select a consultant whose qualifications meet the requirements and who offers the most reasonable price.

Stage 5: The Selection Committee shall summarize the results of selection and report to the SG/TDC for approval.

Stage 6: Upon approval of the SG/TDC, PRO⁴ shall prepare a “Contract” signed by the SG/TDC and the consultant.

Stage 7: PRO⁴ and the Inspection Committee shall keep track of the progress of work in line with the terms specified in the Contract, and report to the SG/TDC to seek approval for payment.

VI. **PROPERTY AND EQUIPMENT MANAGEMENT**

After the procurement of products/services, PRO shall record property and equipment with the life-span of more than one year in the SEAFDEC Inventory Record. The property and equipment shall be properly maintained and adequately insured against contingent losses; and their conditions shall be periodically monitored and updated in the Inventory Record. Property and equipment that are not in proper working conditions shall be disposed following the procedures described in the SEAFDEC Financial Regulations.
Adequate capitalization policy may be adopted by the SEC and TD for the internal purposes following the Generally Accepted Accounting Principles (GAAP) of accounting for property and equipment or the SEAFDEC may consider capitalization as part of expenses in the account of capital expenditures in the statements of revenues and expenditures for the non-profit organization, it should have and adequate control over physical counting of assets. When property and equipment are sold, retired or otherwise disposed of the cost and related accumulated depreciation are recorded in the subsidiary records for monitoring purpose only, and the entire proceeds are recognized as gain on sale of property and equipment in the statement of revenues and expenditures.

VII. COMPLAINTS AND CONFLICTS

Any complaints or conflicts that arise from the implementation of this Guidelines shall be made in writing, with attaching the relevant evidence. These shall be settled through consultations with AFDH.