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## Agenda Item 4(e) PIDC Procurement Manual

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### Proposed Recommendations

The Members are invited to:

1. **Note** the draft PIDC Procurement Manual for discussion;
  2. **Endorse** the Procurement Manual; and
  3. **Task** the Secretariat to strictly observe the PIDC Procurement Manual for all its procurement.
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### Purpose

This Paper presents the Procurement Manual that was developed in collaboration with Anuradha Prasad the Procurement Specialist contracted by the Secretariat on 06 September 2023.

### Background

2. The Secretariat was tasked with the development of this Manual as per outcome of the Board Meeting of 17 & 18 April 2023 in Port Moresby, Papua New Guinea.

3. The Board would recall a Draft Procurement Manual was submitted at the Board meeting in Koror, Palau on the 25 & 26 October 2023. Following this meeting, the Secretariat was then tasked to work intermittently with the Audit and Risk Committee to finalise the Procurement Manual and present the finalised draft manual to the Board for consideration and endorsement at the next Board meeting. At the March Board meeting the Secretariat reported completing intermittent staff online trainings on the Manual and work was still in progress in finalising the tender document templates which are Annexes to the Manual. The Final Draft Manual and Annexes are attached to this report.

### The Manual

4. The Manual supports the administration of *Regulation 18 of the Financial Regulations 2022* and ascertains the proper and transparent utilisation of PIDC funding, in an efficient, effective and responsible manner. It clearly outlines the responsibilities of all PIDC staff and non – staff personnel, as an inclusive document upholding the credibility of the PIDC process and safeguard its image.

5. The Manual also serves to ensure practices of good governance, accountability and transparency are strictly observed, monitored and complied with. It guarantees best value for all PIDC purchases while managing any unnecessary risk or challenge.

6. The Manual clearly articulates the procurement process for any financial transaction relating to the PIDC Secretariat and its members and in ensuring that quality services are provided for members and stakeholders. The composition of the Evaluation Committee is another significant improvement provided in the Manual.



7. Relevant procurement templates have been finalised and included into the procurement manual including Request for Proposals/Quotations for Goods or Services, Terms of Reference, and Contract templates supply of good and professional services.

**Resource Implication**

8. There are no major resource implication when adopting the Manual.