



FIJI
PROCUREMENT
OFFICE

PUBLIC PROCUREMENT TIPS

Public Procurement Practice

SPECIFICATIONS

BEFORE PREPARING THE SPECIFICATIONS

1. Identify the need: Why are you buying?
2. Understand the problems you are trying to solve and articulate a clear vision to solve them.
3. Understand how the procurement meets Agency objectives
4. Be clear on the measurable goals (if achieved) that will result in project success
5. Know your current state and realistic about what you can achieve in a single procurement.
6. Understand the market i.e. the current prices, suppliers in the market, availability etc.
7. Learn from past mistakes – Review previous tenders and their shortfalls

If you are not clear on the above, how can bidders understand your requirements?

THE SPECIFICATIONS

1. Start with clear definitions of problems. Simple is better. Focus on simple problems and goal-focused work statements.
2. Key Performance Indicators (KPIs) for the project/procurement are included in a specification
3. Where possible, technical aspects of the procurement are not overly prescribed. Suppliers are experts in their products. Allow them to be creative and have a solution-oriented– focus on approaching your tender
4. Define exactly what the tenderer needs to know in order to deliver the right goods or services at the right time, in the right place, in the right quantity and at the right price
5. Ensure What and Why and When and How and Where and Who is answered.
6. Ensure bidders know you are interested in the total cost of ownership i.e. Initial purchase price of an item plus the costs of operation.

DO NOT

1. Copy and paste prior years specifications
2. Procure without planning