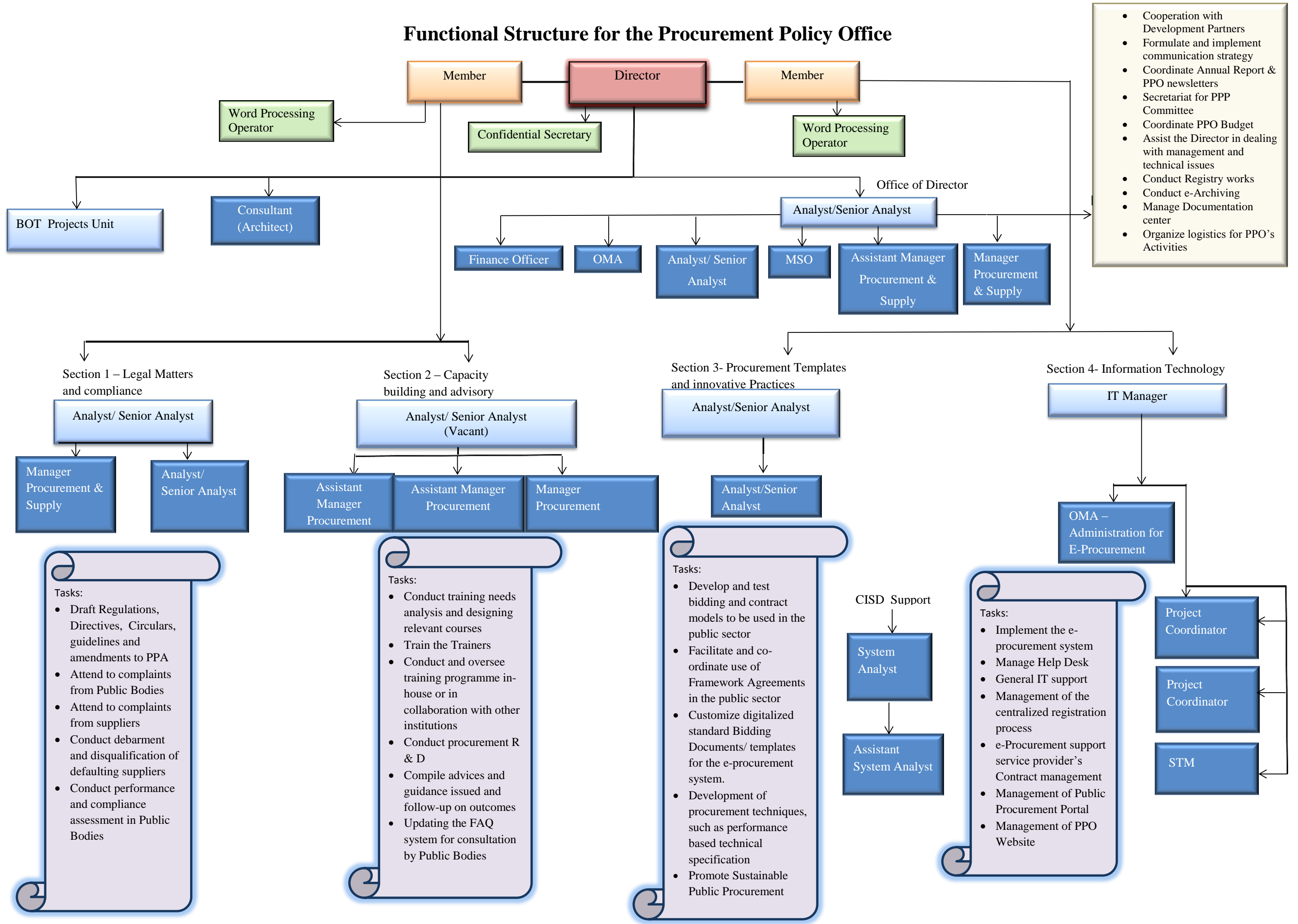


# Functional Structure for the Procurement Policy Office



- Cooperation with Development Partners
- Formulate and implement communication strategy
- Coordinate Annual Report & PPO newsletters
- Secretariat for PPP Committee
- Coordinate PPO Budget
- Assist the Director in dealing with management and technical issues
- Conduct Registry works
- Conduct e-Archiving
- Manage Documentation center
- Organize logistics for PPO's Activities

- Tasks:
- Draft Regulations, Directives, Circulars, guidelines and amendments to PPA
  - Attend to complaints from Public Bodies
  - Attend to complaints from suppliers
  - Conduct debarment and disqualification of defaulting suppliers
  - Conduct performance and compliance assessment in Public Bodies

- Tasks:
- Conduct training needs analysis and designing relevant courses
  - Train the Trainers
  - Conduct and oversee training programme in-house or in collaboration with other institutions
  - Conduct procurement R & D
  - Compile advices and guidance issued and follow-up on outcomes
  - Updating the FAQ system for consultation by Public Bodies

- Tasks:
- Develop and test bidding and contract models to be used in the public sector
  - Facilitate and co-ordinate use of Framework Agreements in the public sector
  - Customize digitalized standard Bidding Documents/ templates for the e-procurement system.
  - Development of procurement techniques, such as performance based technical specification
  - Promote Sustainable Public Procurement

- Tasks:
- Implement the e-procurement system
  - Manage Help Desk
  - General IT support
  - Management of the centralized registration process
  - e-Procurement support service provider's Contract management
  - Management of Public Procurement Portal
  - Management of PPO Website