

## **PROCUREMENT POLICY OFFICE**

### **Directive No. 53**

**(Issued pursuant to section 7(b) of the Public Procurement Act)**

#### **Procurement of ICT Projects**

The purpose of this Directive is to give effect to the following budget measures, namely -

- (a) Public Bodies will be required to carry out early market engagement based on performance requirements to benefit from systems with proven track record; and
- (b) the Procurement Policy Office will issue Directives to facilitate procurement exercises in relation to ICT projects.

#### **ICT Projects Specific to a Public Body**

2. A public body shall set up a Team to be led by a senior officer, not below the grade equivalent to that of a Deputy Permanent Secretary, or the head of the user department who is conversant with the performance requirements expected to be achieved through the ICT solution. The Team shall comprise:
  - (a) a representative of the Ministry of Information Technology, Communication and Innovation, in the case of Ministries and Departments;
  - (b) officers of the Finance and Procurement sections of the Public Body; and
  - (c) such other officers, including IT professionals, as may be required by the Team.
3. The Team shall undertake an early and transparent market engagement, as per Directive 25, with a view to -
  - (a) encouraging the participation of a wide range of firms and developing options that are feasible and best meet the public body's ICT needs;
  - (b) better assessing needs, standards and other technical requirements to be adopted by the public body for its bid exercise; and
  - (c) identifying existing solutions with proven track record that might be adapted without the need to develop the solution from scratch.
4. Based on the results of the market engagement, the Team shall, inter alia:
  - (a) prepare Technical Specifications;

- (b) define Warranty and Maintenance conditions;
  - (c) work out the cost estimates; and
  - (d) develop eligibility and evaluation criteria.
5. Once necessary approvals have been obtained, the Team shall prepare the bidding documents.
6. The Team shall also monitor implementation of the ICT solution.
7. With regard to complex projects, a public body may, where necessary, enlist the services of a Consultant to assist the Team in carrying out the tasks mentioned at paragraphs 3, 4 and 5. The Consultant may also assist the Public Body in –
- (a) bid evaluation; and
  - (b) supervising implementation of the ICT solution.
8. Public bodies shall abstain from -
- (a) converting any manual system into a computerized system without undertaking a business process re-engineering based on existing solutions in the market; and
  - (b) incorporating restrictive, unrealistic, over specified or subjective eligibility, qualifications and evaluation criteria.

### **ICT Project of common use to Ministries/Departments**

9. For ICT solutions of common use across Ministries/Departments, the Ministry of Information Technology, Communication and Innovation shall set up a team comprising:
- (a) representatives of the user Ministries/ Departments;
  - (b) officers of the Finance and Procurement sections of the Ministry of Information Technology, Communication and Innovation; and
  - (c) such other officers, including IT professionals, as may be required by the Team.
10. The Team shall carry out the tasks specified at paragraphs 3, 4, 5 and 6.
11. Upon eventual acquisition of the required ICT solutions, same shall be hosted at the Government Online Centre or such other Data Centre/Cloud as may be approved by the Ministry of Information Technology, Communication and Innovation.

12. With regard to complex projects, the Ministry of Information Technology, Communication and Innovation may, where necessary, enlist the services of a Consultant to assist the Team in carrying out the tasks stipulated in paragraphs 3, 4, 5 and 6. The Consultant may also assist the Ministry of Information Technology, Communication and Innovation in –

(a) bid evaluation; and

(b) supervising implementation of the ICT solution.

13. This Directive takes effect as from 15 December 2020.

**Procurement Policy Office**

**10 December 2020**