

PROCUREMENT POLICY OFFICE

Guidelines on Sandbox for Innovative Technologies

1. The purpose of these guidelines is to assist public bodies in the procurement of innovative technologies under section 25A of the Public Procurement Act 2006 (Act), which provides as follows: -

“25A. Sandbox for innovative technologies

- (1) A public body may, for the procurement of its innovative technology or other systems, request one or multiple suppliers to submit proof of concepts or prototypes.
 - (2) A supplier referred to in subsection (1) may be entitled to payment by the public body.
 - (3) A public body shall assess the proof of concepts or prototypes and may ask for modifications to be brought by any supplier and approve or reject them.
 - (4) A public body may use the proof of concepts or prototypes for its own purposes and for eventual procurement in accordance with section 15.”
2. A public body intending to resort to the Sandbox framework may proceed with a Pre-Commercial Procurement (PCP) exercise for the implementation of pilot projects which leverage on innovative technologies to bring a positive and transformative effect on Public Service delivery or the internal operations of the public body.
 3. PCP targets situations that require innovation or Research and Development (R&D). Different competing providers may have different ideas for solutions to the problem.
 4. The PCP shall consist of a Request for Proposals (RFP) through an open advertisement, which shall contain the following details:
 - a. Subject and scope of the procurement of innovative products or services:
 1. A solution design;
 2. A prototype; and

3. Development, validation and testing of a limited set of products or services.
 - b. Description of services
 - c. Expected outcomes (per phase)
 - d. Budget and budget distribution (per phase)
 - e. Time schedule
 - f. Intellectual Property Right (IPR) issues
 - g. Qualifications, eligibility and evaluation criteria.
5. After evaluation, the public body may select one or multiple providers mentioned in the RFP notice to proceed with the solution design.
6. At the end of the first phase of solution design, the public body shall evaluate results and select those who have been successful to proceed to the second phase of development of the prototype.
7. On completion of the second phase and evaluation of the results, those who have been successful may be selected to proceed to the next phase of development, validation and testing of a limited set of products or services.
8. Payments corresponding to each PCP phase will be subject to the satisfactory completion of the deliverables and milestones for that phase.
9. At the end of the last phase, the public body may conduct a bidding exercise to implement the solution.

Procurement Policy Office
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