

One-off School Development Grant for Kindergartens Reference Guide to Procurement of Goods

Aim of the Guide

The following paragraphs set out some guiding principles for reference by KGs in their procurement activities and arrangements.

Warning Against Bribery

2. KGs should not permit their staff to receive advantages (including payment of commission) from suppliers. KGs should also, in writing, inform all suppliers that the offer of such advantages to school staff in connection with their official duties is illegal. This could be done by incorporating a statement in the order form or the terms of quotation.

Guiding Principles

3. As the goods are procured out of public funds, KGs are publicly accountable for the conduct of its affairs and related expenditure. They are recommended to establish a set of procurement procedures that can most suit the needs of their school and at the same time can be assured that the process is properly administered and accountable, and that checks and balances are in place to prevent malpractice and corruption. All KGs are encouraged to make reference to the Best Practice Packages on Procurement Practices issued by ICAC at http://www.icac.org.hk/eng/prev/prev_dept_13.html and <http://www.icac.org.hk/eng/prev/bpp/13.pdf>.

4. KGs are encouraged to make reference to the following in the procurement -

- The designated purpose of the Grant must be met.
- All procurement must meet the principle of maintaining open and fair competition;
- The specifications of the items to be acquired should be worded in easily comprehensible general terms based on the functional and performance characteristics of the products required.
- A quotation with no offer from a supplier is not a valid quotation. When it is impracticable to invite the minimum number of quotations, an explanatory note should be made on the Quotation Record Form.
- All suppliers invited to bid (selected from a supplier base by rotation) should be provided with sufficient and equal knowledge of the requirements and specifications of the stores/equipment through the invitation for quotation. No one should get more information or more notice about the quotation.
- The lowest offer which meets specifications should be accepted as a general rule, except where there are good reasons to the contrary, which should be explicitly stated in writing.
- A clear segregation of staff function should be established. The staff obtaining quotations and the staff accepting the offer for that purchase should not be the same person. The staff who accepts the offer should be at least one rank higher than that of the staff who obtains quotations.
- Proper records of the purchases/quotations must be maintained.
- The accounting or reporting requirements as contained in Appendix III on “One-off School Development Grant” to Education and Manpower Bureau Circular No. 1/2007 on “New Initiatives in Pre-Primary Education” should be followed.
- Items of the same category should be grouped in the same quotation schedule before inviting suppliers to bid. Schools should not evade the financial limits by dividing procurement requirements into instalments.
- Access to the quotation information should be restricted to staff on a need-to-know basis.

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Financial Limits for Direct Purchase and Quotations

5. The financial limits for different levels of procurement and the forms to record the procurements are as follows for reference:

Value (HK\$)	Procurement Procedures	Record Form
Not exceeding \$1,000	Not compulsory to obtain quotations	Form A
Exceeding \$1,000 to \$30,000	Oral quotation from a minimum of two suppliers	Form B
Exceeding \$30,000 to \$50,000	Written quotation from a minimum of two suppliers	
Exceeding \$50,000	Written quotation from a minimum of five suppliers	

6. KG staff should note that a single purchase is taken as a bill of purchase of relevant items from a single company on any one occasion. Staff obtaining the quotations should record particulars including full names of the suppliers contacted, reasons for their selection and details of the quotations received. They should be reminded to place order with the suppliers before the expiry of the quotation validity period.

7. All records of purchasing shall be made available to EMB for inspection when required.

Declaration of Conflict of Interest

8. All persons involved in purchasing duties should declare that any current or future connection they or their families have with suppliers (e.g. being relatives, owners, shareholders, etc.) by signing an undertaking and declaring their interest when conflict of interest arises. A sample “**Undertaking**” is at **Annex B1** and “**Declaration**” at **Annex B2**.

One-off School Development Grant for Kindergartens
 (This serves as a purchase record at a value of not exceeding HK\$1,000)

School Name: _____

File Reference: _____

Item No.	Description	Qty/Unit	Supplier	Amount	Invoice No.	Receipt No.	Recorded by		Endorsed by	
							Name/Initial	Date	Name/Initial	Date
Total Amount										

Signature of School Supervisor / Principal: _____

Name (in Block Letter): _____

Date: _____

One-off School Development Grant

Quotation Record Form

(This serves as a quotation record at a value of exceeding HK\$1,000)

School Name: _____ File/Quotation Ref.: _____

(Please ✓ as appropriate)

- For purchase exceeding \$1,000 and up to \$30,000 (oral quotation from a minimum of two suppliers)
- For purchase exceeding \$30,000 and up to \$50,000 (written quotation from a minimum of two suppliers)
- For purchase exceeding \$50,000 (written quotations from a minimum of five suppliers)

I. Requirement:

Item No.	Description	Qty. / Unit

II. Quotation Obtained By:

Signature, Name & Post : _____ / _____ Date : _____

Reason(s) for not inviting the required minimum no. of quotation: _____

III. Quotation Summary:

Supplier	Item	1	2	3	4	5	Total Amount (HK\$)	Item Accepted
	Qty.							
1.	Unit Rate (HK\$)							
	Tel. : Sub-total							
2.	Unit Rate (HK\$)							
	Tel. : Sub-total							
3.	Unit Rate (HK\$)							
	Tel. : Sub-total							
4.	Unit Rate (HK\$)							
	Tel: Sub-total							
5	Unit Rate (HK\$)							
	Tel: Sub-total							

IV. Offer Accepted By: * Delete whichever is in appropriate

Signature, Name & Designation : _____ / _____ Date : _____

Lowest Offer/Lower Offer / Bid Other Than Lowest Offer / Others* : _____

Reason(s) for rejecting the lowest offer/lower offer(s)*: _____

**One-off School Development Grant for Kindergartens
Undertaking by Staff Involved in Procurement**

File/Quotation Ref: _____

1. I undertake to hold in strict confidence all quotation information that I have access to through my involvement in procurement under the One-off School Development Grant. Quotation information includes details of quotations received and any other sensitive, restricted or confidential information relating to a quotation.
2. I undertake not to make any unauthorized disclosure or take advantage of any quotation information referred to in paragraph 1 above whether or not for personal gain.
3. I undertake to declare any actual or perceived conflict of interest with my duty as a staff involved in procurement immediately when I become aware of any such conflict.
4. I undertake to take steps to avoid any conflict of interest with any prospective suppliers or suppliers by not putting myself in a position of obligation towards any of them; for example, by not accepting any favour or lavish or excessive entertainment, and not over-socializing with any of them.

Signature : _____

Name (in block letter) : _____

Post : _____

School Name : _____

Date : _____

All staff involved in procurement irrespective of its value, including those responsible for preparing quotation documentation/specifications, selecting suppliers/contractors for obtaining quotations, obtaining or evaluating quotations, or approving acceptance of quotations, etc. must **sign an undertaking [Annex B1] and declare their interest** when conflict of interest arises [Annex B2].

**One-off School Development Grant for Kindergartens
Declaration of Interests by Staff Involved in Procurement**

File/Quotation Ref : _____

1. I declare that *I / my spouse / my family / my relatives / my close personal friends / the clubs and associations I belong / the persons to whom I am indebted or owe a favour *have/has private interests in relation to the stores or services being procured, or in relation to the parties offering the stores or services being procured.
(*Delete whichever is inappropriate)
2. I declare the following conflict of interest situation described in 1 above –
(Use separate sheet if the space provided is insufficient)

Signature : _____

Name (in block letter) : _____

Post : _____

School Name : _____

Date : _____

All staff involved in procurement irrespective of its value, including those responsible for preparing quotation documentation/specifications, selecting suppliers/contractors for obtaining quotations, obtaining or evaluating quotations, or approving acceptance of quotations, etc. must **sign an undertaking [Annex B1] and declare their interest** when conflict of interest arises [Annex B2].

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Income and Expenditure Statement

School Name: _____

Items#	HK\$
INCOME	
School Development Grant	
(a) TOTAL INCOME :	
EXPENDITURE	
1. Facilities	
(i) computer hardware and software	HK\$
(ii) digital camera(s)	HK\$
(iii) projector(s) and screen(s)	HK\$
(iv) others	HK\$
2. Books	
3. Learning resources	
4. Others	
(b) TOTAL EXPENSES :	
(c)=(a)-(b) Unspent balance as _____ (dd/mm/yy)	
to be returned to HKSARG	

#Any item costing HK\$5,000 or more should be individually recorded (refer to which item??).

Supervisor and Principal's Certification

I, _____ (Name of Supervisor) and the principal of my school _____ (Name of Principal), hereby certify that the information provided in this Income and Expenditure Statement is true and correct.

Signature: _____
(Supervisor)

Signature: _____
(Principal)

Date: _____

Date: _____