

PROCUREMENT PROCEDURES

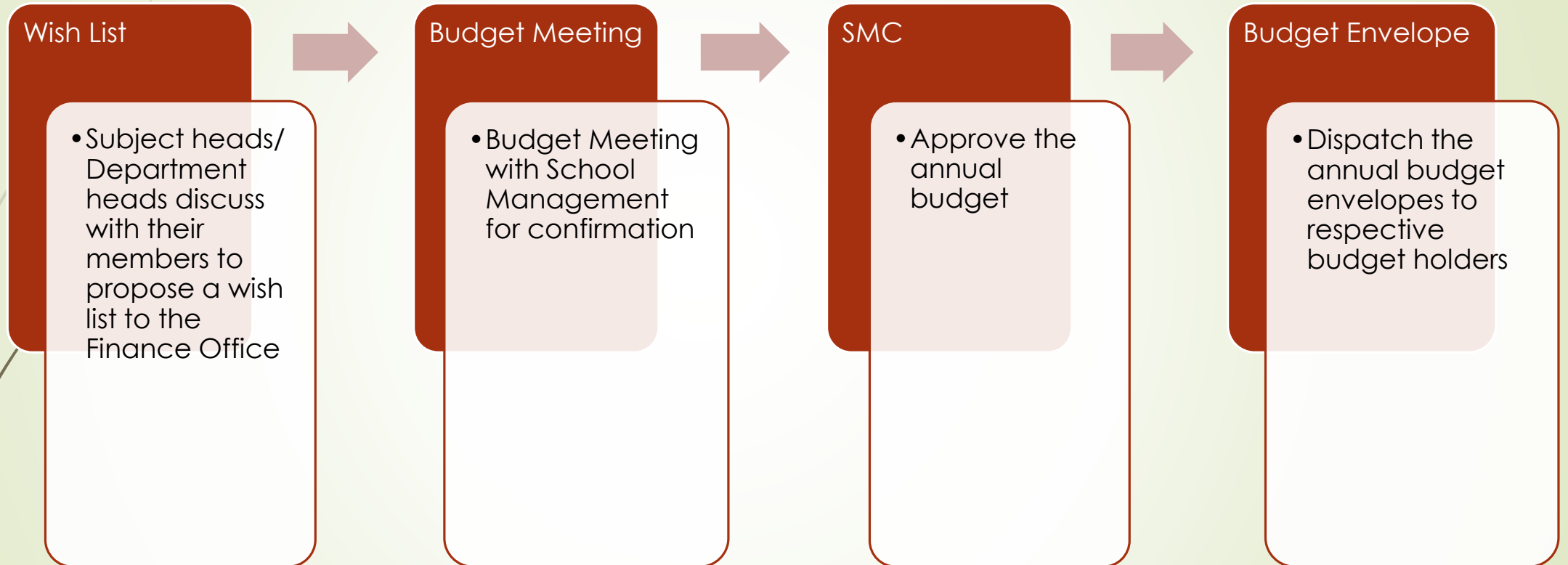
Hong Kong Baptist University Affiliated School
Wong Kam Fai Secondary and Primary School

Benjamin Chan
School Principal

Principles for Procurement System

- ❖ Integrity
- ❖ Efficiency
- ❖ Transparency
- ❖ Fairness (avoid conflict of interest)
- ❖ Segregation of duties among different parties

How the Budget Produced



Wish List for Budget

<u>Description</u>	<u>Justification</u>	<u>Standard (S) or Top-up (T) Item</u>	<u>Levels of Need*</u>	<u>Qty</u>	<u>Unit Price \$ (fill it if you know)</u>	<u>Teaching Equipment Needed</u>
Software licence	To support STEAM lesson learning activities (VR production)	S	3	35	1,500	52,500
LEGO sensors and materials	To replace and enhance LEGO team equirements	T	4	5	4,000	20,000
Extra sensor, motors and pull out board for Breakout board for Micro:bit	To support STEAM lesson learning activities (Digital Making)	S	3	70	1,000	70,000
Brick or sensors	To replace broken or lost items	S	2	10	100	1,000
ipad cover for ipad	To replace broken ones	S	2	70	100	7,000
Extra bricks and sensors	To support STEAM lesson learning activities (coding)	T	4	150	500	75,000
					Total	225,500

* Level of Need: 1. Health/safety; 2. Maintenance required repair; 3. Programmatic mission critical; 4. Programmatic enhancement; 5. General enhancement

Budget (example)

<u>Department & budget holder information</u>				
Department :		PS STEAM		
Cost Center No.:		10-011		
Name of Budget Holder:		Teacher A		
Budget For Academic Year of 2018/2019				
Account Code / Name		PS	Program Justification / Remarks	
		10-011		
<u>Capital Expenses</u>				
073-010	Teaching / classroom equipment	142,500	\$52K VR Production; \$20K LEGO sensors & material; \$70K extra sensor, motor and pull out board for breakout board for Micro bit for STEAM digital making	
Total Capital Expenses		142,500		
<u>Operating Expenses</u>				
073-030	Sports / teaching materials	60,000	Annual fee of learning platforms, online tools, materials for various projects	
073-040	Teachers' textbooks, map etc	10,000	Reference books	
091-130	Stationery	6,000	Batteries, simple tools etc	
091-170	Travelling and transportation -	20,000	About 10 times outing and competitions	
091-300	Curriculum Development	10,000	Kits for testing, training	
091-172	Field Trip	60,000	To support overseas competitions	
091-310	Extra-curricular activities	10,000	Registration fee for various competitions	
091-320	Prizes	600		
111-110	Repairs and maintenance	2,000		
091-080	Miscellaneous	6,000		
Total Operating Expenses		184,600		

5 October 2018

Delegation of Authority

Purchase Value	Document Required	Approval Authority
Up to HK\$1,000	RR + 1 receipt/invoice or PR + 1 quotation	Chief Principal / Deputy Principal / Assistant Principal
HK\$1,001 to HK\$10,000	PR + 1 quotation	
HK\$10,001 to HK\$50,000	PR + 2 quotations	Chief Principal
HK\$50,001 to HK\$200,000	PR + 5 quotations	
HK\$200,001 to HK\$500,000	PR + Tender (at least 5 tenderers invited)	Tender Approving Committee (TAC) consists of 2 staff members, Chief Principal and 2 SMC members (one of them can be teacher manager)
Above HK\$500,000	PR + Tender (at least 5 tenderers invited)	TAC consists of at least 7 SMC members

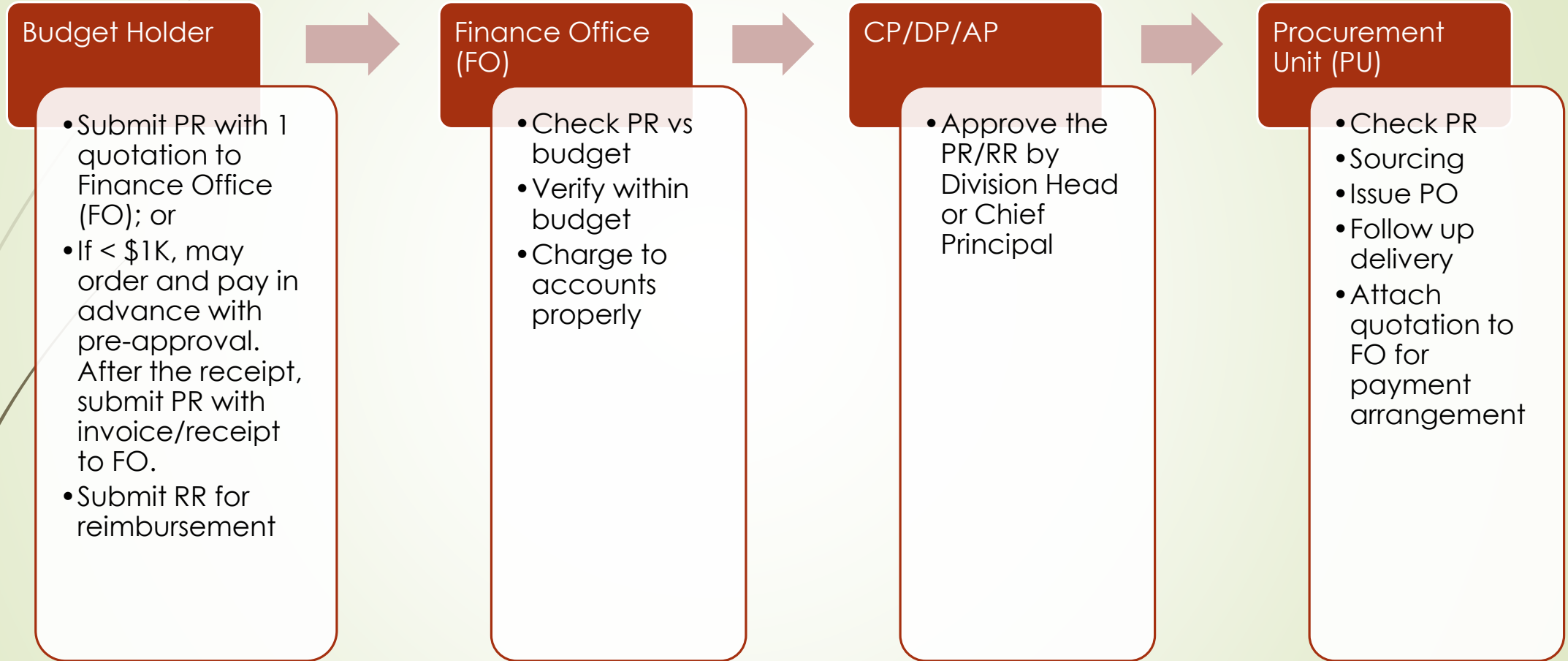
RR = Request for Reimbursement form

(budget holder should get prior verbal or written approval from the Chief Principal/Deputy Principal/Assistant Principal)

PR = Purchase Requisition form

Procurement Procedures

Purchase Amount of HK\$10,000 or below



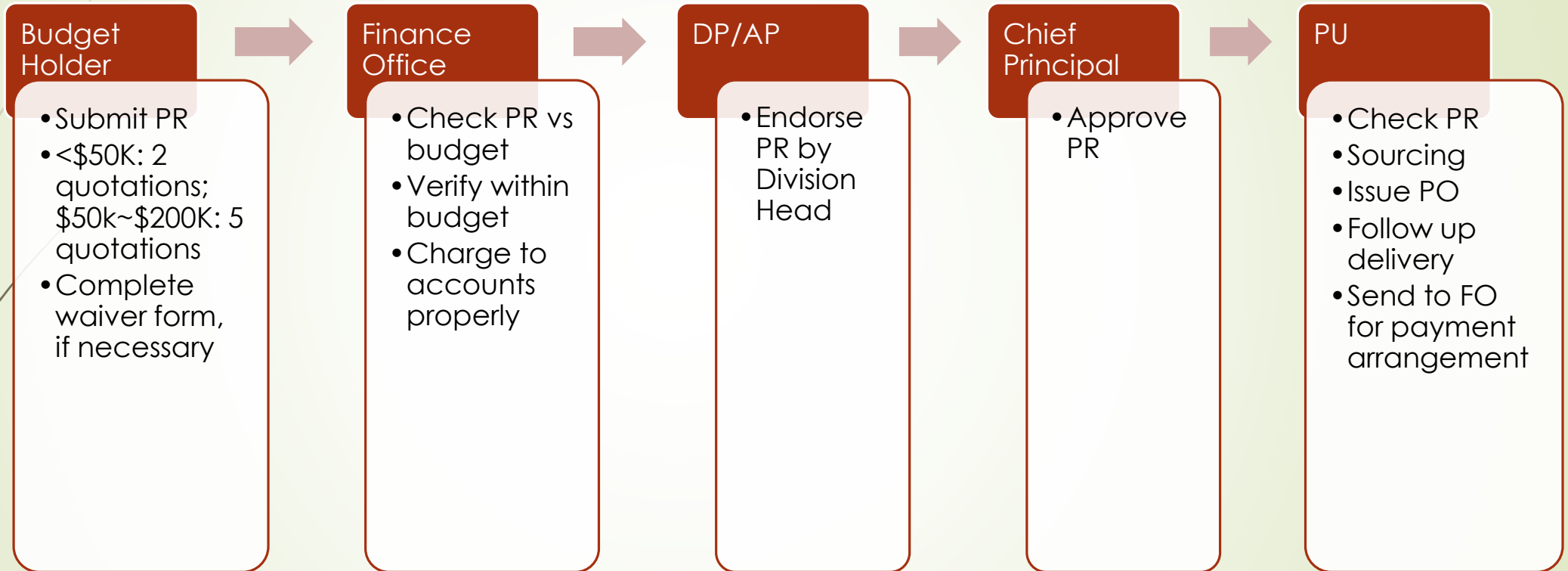
PR = Purchase Requisition Form

PO = Purchase Order Form

CP/DP/AP = Chief Principal / Deputy Principal / Assistant Principal

Procurement Procedures

Purchase Amount between HK\$10,001 to HK\$200,000



DP / AP = Deputy Principal or Assistant Principal

Tender Procedure

- ❑ Tendering is required for purchase amount **over HK\$200,000**, with endorsement by School Supervisor on the PR form.
- ❑ At least **five tenderers** shall be invited to submit proposal.
- ❑ **Technical** submission **and price** submission should be **separated**.
- ❑ PU prepares tender documents, selection criteria, marking scheme and proposed tenderers' list.
- ❑ PU prepares **TAC paper** based on end users' evaluation and forward to TAC members for preview.
- ❑ PU arranges **TAC meeting** or by circulation of TAC paper.
- ❑ TAC members should declare "**Conflict of Interest**" before meeting / circulation.

Tender Procedure

Opening and Evaluation of Tenders

- ❑ A **tender box** is kept under double locks to collect tenders.
- ❑ The members of Tender Opening Team (TOT) and Tender Evaluation Team (TET) are appointed by Chief Principal.
- ❑ The technical submission and price submission should be evaluated independently.
- ❑ Tender evaluation may require **scoring and weighting** for comparison purpose.
- ❑ TAC will approve the award of tender based on the TAC paper which summarizes the scores (if any) and other factors considered.

Tender Procedures

Procurement Unit (PU)

- Invite at least 5 tenderers
- Separate the technical and price submissions
- Prepare tender documents, selection criteria, scoring scheme and tenderers' list

Tender Opening Team

- Open tender box
- Open technical submission only
- Send the technical submission to end-user for evaluation

Tender Evaluation Team

- Open the price submission
- Score and weigh both the technical and price submissions from different suppliers
- Prepare the evaluation result

Tender Approval Committee

- Consider the TAC paper (from PU) which summarizes the scores and findings of TET
- Approve and award the tender
- PU issues POs and follows up the delivery

Waiver of Quotation or Tendering Procedures

- ❖ **Sole supplier** (due to the uniqueness of the required goods/services)
- ❖ **Tender/quotation issued within a reasonable period**
- ❖ **Urgent need of the required goods/services** (e.g. repair/maintenance of facilities after typhoon attack)

Authority to waive quotation requirement or tender exercise is the same as the approval authority.

CAPEX or OPEX

Capital Expenditure (CAPEX)	Operational Expenditure (OPEX)
Balance Sheet	Income & Expenditure Account
Leasehold Improvement	Teachers' Reference Books
Fixture & Fittings	Teaching Materials
Furniture	Consumables
Computer Equipment	Prizes
Office Equipment	eBook & Software Licences
Library Books	Allowance for Guest Speakers
	Curriculum Development
	Printing & Stationery
	Utilities (e.g. electricity & water etc.)

PR No. 022001

No. of Quotations Attached _____ If No, please state reason _____

For delivery arrangement, _____ Tel. No. _____ Expected date of delivery _____

			For FINANCE & PROCUREMENT OFFICE Use Only		
			Confirmed A/C No.	Amount	Purchasing Action
					Ref. No. _____
					Closing Date: _____
<div style="display: flex; justify-content: space-between;"> Budget Holder / Date </div>			Budget OK _____ Approved by _____ <div style="text-align: right;">(Head of Finance)</div>		

* Please delete where appropriate

Note: Please provide the required information as far as possible. Use separate sheet when necessary.

Petty Cash Claim Form

**HONG KONG BAPTIST UNIVERSITY AFFILIATED SCHOOL
WONG KAM FAI SECONDARY AND PRIMARY SCHOOL**

Petty Cash Claim Form

Department / Subject: _____

Funding Source: Gov't / Non-Gov't / Special Grant / Others *

Requested by : _____ Ext: _____

Voucher No: C/ S/ P* _____
C: Central S:Secondary P: Primary*

Cost Centre Code: _____

Date: _____

Date	Account Code	Description	Amount (HK\$)

Endorsed by: _____
Budget Holder Date

Approved by : _____
School Principal / Head of PS Date

Received by: _____
Requestor Date

Note: 1. All claims should be supported by original receipts
 2. Reimbursements should be claimed within 1 month of incurrence
 * Please delete as inappropriate

Request for Reimbursement Form

HONG KONG BAPTIST UNIVERSITY AFFILIATED SCHOOL WONG KAM FAI SECONDARY AND PRIMARY SCHOOL

Request for Reimbursement

RR No. **063950**

Department/Subject _____ Central / SS / PS* Date _____

Funding Source Gov't / Non-Gov't / Special Grant / F&E* Cost Centre Code _____

Account Code	Description	Amount (\$)
Cheque is made payable to :		Total

Budget Holder/Date_____
Head of Finance/Date_____
Head of PS/Date_____
School Principal/Date_____
School Supervisor/Date
(if applicable)

Notes

1. This form should be duly completed for all fields and signed by the Principal as appropriate. All claims should be supported by original invoice(s) or receipt(s). Failure to supply the relevant documents of details will cause delay in reimbursements.
2. For hospitality expense, please provide name of guests and institutions in a separate form called "Hospitality Claim Form" and attach it with this form.
3. If the amount of reimbursement exceeds HK\$50,000, it should be approved by School Supervisor.

* Please delete where appropriate.

Aug 2016 (063001 - 064000)

General Office Copy

Requisition form for Using Credit Card in Purchase

**HONG KONG BAPTIST UNIVERSITY AFFILIATED SCHOOL
WONG KAM FAI SECONDARY AND PRIMARY SCHOOL
REQUISITION FORM FOR USING CREDIT CARD IN PURCHASE**

Department : _____

Date: _____

Request _____ (Cardholder) to use credit card to settle the payment
of around \$ _____ to _____ (Supplier)
for _____
_____ because _____

_____.

Requested by: _____ (Budget holder or A/C Dept.)

Endorsed by: _____ (School Principal or Head of PS)

Accepted by: _____ (Cardholder)

Purchase Order Form

ITEM NO.		ITEM DESCRIPTION		QUANTITY	UNIT PRICE	NET VALUE
PR NO.				SUPPLIER NO.		TOTAL
ACCOUNT CODES				REMARKS		
All goods should be delivered within the time specified below: Monday to Friday (i) 0900 to 1230 (ii) 1430 to 1630				CHIEF PRINCIPAL		

PURCHASE ORDER ENQUIRY: TEL: 852-26302297
 PAYMENT ENQUIRY: TEL: 852-26367359 / 26367381

FAX: 852-26379111
 FAX: 852-26379111

Quotation Record

[illegible]

Case Officer:				Endorsed:		N/A
Date :				Date :		

[]	I would like to purchase from the Company I have circled in Red, which is not the lowest, and the justifications are as follows: (use separate sheet if necessary)
-----	--

[]	Our Department/Office decided not to purchase any of the item in this tender, please cancel our Purchase Requisition. Thank you.						
-----	--	--	--	--	--	--	--

Approved: Chief Principal	(Date)
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Quotation/ Tender Evaluation Record

HONG KONG BAPTIST UNIVERSITY AFFILIATED SCHOOL WONG KAM FAI SECONDARY AND PRIMARY SCHOOL					
Tender/Quotation Evaluation Record, #TA					
I. Tender/Quotation Particulars				Purchase Requisition No. PR:	
Description				Tender No.: QA AS	
Dept./Office		Issuing Date		Closing Date	
II. Tender/Quotation Results					
		Receipt to Tender/Quotation on closing date by tender opening team			
Name of Suppliers Invited		Price Summary		No Offer/Return	
				Remarks	
We certify that we have checked this sheet to ensure that there is an 'X' against the firm which has made no offer or not returned the tender forms.					
Members:					
Date of meeting:					
To: Procurement Unit, A-School/ FO					
[] Please issue purchase order to the Company I have circled in red, which is the lowest offer (and meets all the specifications as required).					
[] We would like to purchase from the Company I have circled in Red, which is not the lowest, and the justifications are as follows: (use separate sheet if necessary)					
[] Our Department/Office decided not to purchase any of the item in this tender, please cancel our Purchase Requisition. Thank you.					
Note: All members declared NO conflict of interest with the tenderers.					
Approved: Chief Principal (Date) Dr. Chan Wai Kai, Benjamin					

Application for Quotation/Tender Waiver

Date: _____

Proposed Supplier: _____

Particulars of Goods/Services	Qty.	Unit Price	Total Price
Total Estimated (CIF) Price			

Delivery/Completion Date Required: _____

Purchase Requisition No.: _____

[] Sole supplier (Please attach relevant supporting document where appropriate)

[] Tender/Quotation issued within 12 months (_____ % increase over last order)

[] Last Tender/Quotation No. _____ dated _____

[] Goods/services are required urgently

[] Price offered by supplier is reasonable

[] Others _____

☐ I declare that I have no conflict of interest relating to this purchase/tender exercise.

☐ I declare that I have conflict of interest relating to this purchase/tender exercise as follows:

and would abstain from deliberating on this purchase/tender exercise.

Signed: _____

Budget Holder

Quotation/Tender Waiver Approved by
Reference number of TAC minutes
Signature by School Principal/ SMC Member
Approval Date

School Principal/ SMC Member/ TAC*

Revised 1 September 2015

Thank you