

**Records to be Created/Collected to Document  
RMAO's Business Function 23  
Procurement of Goods and Services over Quotation Limit but not  
exceeding Departmental Limit  
Of the Government Records Service (GRS)**

**(a) Assessment/analysis of the business function –**

For procurement with a value over quotation limit not exceeding departmental limit specified in SPR 220(a) (i.e. \$10 million), there are nine main transactions involved in the business process where records should be created/collected:

- (i) Identify need for goods or services by user and seek endorsement for procurement from appropriate officer in accordance with Chapters III (for tender procedures) or IV (for consultants selection procedures) of the SPRs.
- (ii) The Standard Marking Scheme (SMS) Framework is applicable to all goods and services tenders, except for works contracts and consultancy services for which separate guidelines apply. Any deviation from the SMS Framework will be subject to the prior approval of the Departmental Tender Committee (DTC). For consultancy services, submit stage 1 approval (approval for inviting consultancy proposals from the recommended firms, and approval of the consultancy brief and method of assessing consultancy proposals) to Departmental Consultants Selection Committee (DCSC).
- (iii) Invite tenders / consultancy proposals from tenderers, and publish the tender request notice in the Government Gazette (the Gazette) and e-tender Box through Government Logistics Department (GLD) via Supplies Office, and on Administration Wing's & GRS' websites.
- (iv) The Tender Assessment Panel (TAP) to receive the tenders / consultancy proposals from GLD Tender Box via Supplies Office.
- (v) TAP to evaluate tenders / consultancy proposals and make recommendation.

- (vi) TAP to forward the recommendation to DTC/DCSC for approval (stage 2 approval for consultancy service).
- (vii) Place order by raising Letter of Acceptance after receipt of approval from DTC/DCSC and upon advice from User / Supplies Office.
- (viii) User to dispatch the certified invoice to Administration Office upon acceptance of goods or services.
- (ix) Submit the certified invoice to Supplies Office for payment after checking.

**(b) Considerations on the records to be created/collected –**

Records should be created/collected during the business process to:

- (i) Provide documentation to demonstrate the procurement is conducted in accordance with Chapters III or IV of the SPRs.
- (ii) Cater for the possible need to explain and, if necessary, justify the procurement action in the event of inquiry, audit or other investigation; and
- (iii) meet operational and financial purposes.

**(c) Development of business rules –**

Taking (a) and (b) together, the following business rules are established to document the procurement action in respect of the creation/collection of required records in each transaction/step of the business process of procurement.

<b>Transaction/Step in the Business Process</b>	<b>What to create/collect</b>	<b>Who to create/collect</b>	<b>When to create/collect</b>	<b>Where to keep</b>
(1) Identify need for goods or services by user and seek endorsement for procurement from appropriate officer in accordance with Chapters III (tender procedures) or Chapter IV (for consultancy service) of the SPRs	Correspondence (e.g. email, memo, file minute)	<ul style="list-style-type: none"> <li>• User</li> <li>• EO(Adm)</li> <li>• SEO(Adm)</li> </ul>	Immediately after receipt of request/grant of endorsement	GRS 003-005
<p>(2) For goods and services (except for works contracts and consultancy services), any deviation from the SMS Framework will be subject to the prior approval of the DTC</p> <p>For consultancy services, submit stage 1 approval (approval for inviting consultancy proposals from the recommended firms, and approval of the consultancy brief and method of assessing consultancy proposals) to DCSC</p>	Submission and DTC/DCSC correspondences (e.g. email, minute, agenda, meeting notes, letter of approval, etc.)	<ul style="list-style-type: none"> <li>• User</li> </ul>	Immediately after receipt	(ditto)

<b>Transaction/Step in the Business Process</b>	<b>What to create/collect</b>	<b>Who to create/collect</b>	<b>When to create/collect</b>	<b>Where to keep</b>
(3) Invite tenders / consultancy proposals from tenderers and publish tender request notice in the Gazette and e-tender Box through GLD via Supplies Office, and on Administration Wing's & GRS' websites. (for goods and services tender)	Invitation letter/memo/upload in the internet/emails etc.	<ul style="list-style-type: none"> <li>• User</li> <li>• EO(Adm)</li> </ul>	Immediately after issue	(ditto)
(4) TAP receives the tenders/consultancy proposals from GLD Tender Box via Supplies Office	Memo /email with tender documents	<ul style="list-style-type: none"> <li>• User (TAP)</li> </ul>	Immediately after receipt	(ditto)
(5) TAP evaluates tenders/consultant proposals received and make recommendation	File minute/memo/email	<ul style="list-style-type: none"> <li>• User (TAP)</li> </ul>	Immediately after recommendation was made	(ditto)
(6) TAP forwards the recommendation to DTC/DCSC for approval (stage 2 approval for consultancy service)	Submission and DTC/DCSC correspondences (e.g. minute, agenda, meeting notes, letter of approval, email etc.)	<ul style="list-style-type: none"> <li>• User (TAP)</li> </ul>	Immediately after dispatch to the DTC/DCSC	(ditto)
(7) To place order by raising letter of acceptance after receipt of approval from DTC/DCSC and upon advice from User and Supplies Office	File minute /memo/email/letter of acceptance	<ul style="list-style-type: none"> <li>• User</li> <li>• EO(Adm)</li> <li>• SEO(Adm)</li> </ul>	Immediately after issue of orders/letter of acceptance	(ditto)

<b>Transaction/Step in the Business Process</b>	<b>What to create/collect</b>	<b>Who to create/collect</b>	<b>When to create/collect</b>	<b>Where to keep</b>
(8) User dispatches the certified invoice to Administration Office upon acceptance of goods or services	Certified invoice	<ul style="list-style-type: none"> <li>• User</li> <li>• ACO(Adm)3</li> </ul>	Immediately after receipt of correspondence	GRS 004-015
(9) Submit the certified invoice to Supplies Office for payment after checking	Original invoice	<ul style="list-style-type: none"> <li>• ACO(Adm)3</li> </ul>	Immediately after issue	(ditto)