



RDTL—MINISTRY OF FINANCE

Procurement Service

# **BEST PRACTICE GUIDE 8: ANNUAL PROCUREMENT REPORT**

## **RDTL—Procurement Guidelines**

The Procurement Legal Regime—Decree Law sets out new procurement processes which must be carried out by government procurement officers for purchases on behalf of the Government of Timor Leste. The revised processes and documentation system is explained in this series of Guides. There are now ten new Guides available, described in the following pages that broadly summarize the updated key procurement process set out within the new Decree Law. They are available on the Ministry of Finance website (<http://www.mof.gov.tl>) and from the Procurement Service of the Ministry of Finance to assist government officers in their work.

### **What is this Guide?**

This **Guide** is for Government Procurement Managers and senior officers.

This Guide explains how a Ministry's **Annual Procurement Report** is to be prepared in relation to its procurement activities for each financial year for the Government of Timor-Leste.

### **What is Procurement Reporting?**

The Procurement Legal Regime— Decree Law requires government procurement information and data to be gathered, analysed and reported on annually by each Ministry and government agency, to the Procurement Service, Ministry of Finance. Reporting requirements vary depending on the level of procurement accreditation held by the Ministry or agency and the nature of procurement activity.

### **Key Reporting Requirements**

The Decree Law requires that annual procurement reports be submitted to the Procurement Service, Ministry of Finance by 1 February each year. To assist in the compilation of information, the Procurement Service has developed a base-level Annual Procurement Reporting Template (**ANNEX A & B** in this *Guide*) and Statement of Compliance (**ANNEX C** in this *Guide*) for use by Ministries and agencies.

### **Completing the Annual Procurement Report and Certificate of Compliance**

The following information should assist you when completing the base-level Annual Procurement Reporting Template (**ANNEX A & B** in this *Guide*).

In **2009**, **ANNEX A** is to be completed.

In **2010**, both **ANNEX A** and **ANNEX B** are to be completed. It is advisable that Ministries commence putting systems in place in 2009 to record the data required for **ANNEX B**.

#### *Annual Certificate of Compliance*

The Annual Certificate of Compliance must be completed and submitted to the Procurement Service along with the Annual Procurement Report to certify that procurement activity of the Ministry or agency has been undertaken in accordance with:

- the Decree Law and applicable *Procurement Best Practice Guides*; and
- the accreditation level of the Ministry/Agency and in accordance with their Accreditation Management Plan (if any) (see *Procurement Best Practice Guide 10: Decentralisation & Accreditation* for further detail).

## Annex A

### Annual Procurement Report

#### Instructions for Completion

*All sections of this report template must be completed.*

*The final date for submission to the Procurement Service is 1 February each year in relation to the previous calendar year.*

<b>Section 1—General Information</b>
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#### 1.1 General Information

<b>Ministry or Agency Name</b>	
<b>Accreditation Level</b>	
<b>Reporting Period Dates</b>	1 January 20__ to 31 December 20__

#### 1.2 Contact Person in Ministry or Agency

<b>Contact Person Name</b>	
<b>Position</b>	
<b>Phone</b>	
<b>Email</b>	

**Section 2— Annual Procurement Activity**

**2.1 Annual Procurement Summary**

Category	Budget (\$)	Actual Cash (\$)	Outstanding Commitments (\$)	Outstanding Obligations (\$)	Balance	% Executed \$ (excluding commits)	% Executed \$ (including commits)
Goods and Services							
Minor Capital							
Capital and Development							
<b>TOTAL</b>							

**2.2 Annual Procurement CPV Summary**

<b>No. of CPVs</b>	
<b>Amount Value (\$)</b>	\$
<b>Completed within the Year</b>	
<b>No. remaining to be completed at 31 December</b>	

## Annex B

### Annual Procurement Report

#### Instructions for Completion

*All sections of this report template must be completed.*

*The final date for submission to the Procurement Service is 1 February each year in relation to the previous calendar year.*

<b>Section 1—General Information</b>
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#### 2.3 General Information

<b>Ministry or Agency Name</b>	
<b>Accreditation Level</b>	
<b>Reporting Period Dates</b>	1 January 20__ to 31 December 20__

#### 2.4 Contact Person in Ministry or Agency

<b>Contact Person Name</b>	
<b>Position</b>	
<b>Phone</b>	
<b>Email</b>	

**Section 2—Annual Procurement Activity**

**2.1 Annual Procurement Purchase Summary**

<b>Goods(G)</b>	\$
<b>Services (including consultancies) (S)</b>	\$
<b>Works (Construction) (W)</b>	\$
<b>Total Annual Procurement Purchase</b>	\$

*2.2 Procurement Value*

Contract Title	Contract Ref / ID	Contract Value (\$)	Category (G, S, W)	Procurement Process	Location of Supplier
<i>Example: External Auditing Services for Ministry of Health 2008</i>	<i>MOH/EA 08/55</i>	<i>200 000</i>	<i>S</i>	<i>Request for Tender</i>	<i>BANCAU</i>

2.3 Contract Timelines

Contract Title	Contract Ref / ID	Contract Value (\$)	Procurement Process	Approved	Approval Received	Tender Open	Tender Closed	Contract Awarded	Contract Establish	Comments
<i>Example: External Auditing Services for Ministry of Health 2008</i>	<i>M0H/E A/08/5 5</i>	<i>200 000</i>	<i>Request for Tender</i>	<i>21-02-2008</i>	<i>28-02-2008</i>	<i>7-03-2008</i>	<i>21-03-2008</i>	<i>10-04-2008</i>	<i>30-04-2008</i>	<i>Due to run until 31 December 2008 with options for further year. This is anticipated.</i>

**Important Note:** The information above (contract title, ref/ID and contract value) should match that in 2.2

## Annex C

### Procurement Service: Annual Certificate of Compliance

<b>Ministry/Agency</b>	
<b>Accountable Officer</b>	
<b>Reporting Period Dates</b>	1 January 20__ to 31 December 20__

#### Non-Compliance Report

Attach details of any areas of non-compliance with any of the matters specified below, stating the date and nature of the non-compliance, whether it has been remedied and what remedial action was taken if applicable.

#### Compliance Statement

To: Procurement Service

As Accountable Officer of the Ministry or Agency named above and, unless otherwise specified in an attached Non-Compliance Report, I certify to the best of my knowledge, that during the reporting period:

1. the Ministry/Agency (and/or its representatives) has complied with the Decree Law and all applicable policies, guidelines and directions as set down by the Procurement Service and the Government of Timor Leste;
2. all procurement transactions, excluding those submitted to the Procurement Service, were undertaken within the accreditation level of the Ministry/Agency and in accordance with their Accreditation Management Plan (if any);
3. there were no significant organisational or other circumstances requiring changes to the accreditation level of the Ministry/Agency;
4. information provided to the Procurement Service in the Annual Procurement Report is, as far as practicable, accurate and free from errors; and
5. all material variations in either the scope or value of procurement transactions, including those submitted to the Procurement Service, have been approved in accordance with the Procurement Service's policies.

Signed

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Date:        /        /

**Note:** This statement is to be forwarded to the Procurement Service, by 1 February of each year.