



RDTL—MINISTRY OF FINANCE

Procurement Service

BEST PRACTICE GUIDE 9: SUPPLIERS REGISTRY

RDTL: Supporting business in Timor-Leste

The Government of Timor Leste wants to encourage and support local businesses in their access to working with government and in the provision of long term supply of goods and services to the government through procurement processes. This will stimulate local economic and employment growth, develop district suppliers and therefore have a positive economic impact in Dili and the districts. This policy can be partially implemented through the revised tender processes and documentation system explained in this guide.

What is this Guide?

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

This **Guide** explains what the Government of Timor Leste **Suppliers Registry** is and how it is to be maintained.

Note: The Suppliers Registry is a management activity above the normal Cycle of Procurement.

New Procurement Legal Regime—Article 33

The recent changes to the Procurement Legal Regime—Decree Law sets out new procurement processes. The Procurement Legal Regime Article 33 states that the Procurement Service of the Ministry of Finance will maintain a central Suppliers Registry. The Registry lists current details of suppliers or contractors of the Government and the procurement contracts they have been associated with. The details to be maintained on the Suppliers Register are set out in this Guide.

What is a Suppliers registry?

A Suppliers Registry is used to compile and store information on suppliers and also any details of goods, services or works they have supplied to Government. It records current information on suppliers along with the historical record of their dealings with the Government and their performance during past procurement activities. The combination of current and historical record can assist Ministries with selecting reliable suppliers in the future.

Access to the Financial Management Information System (FreeBalance): Suppliers or Vendors

Supplier information can be accessed by Ministries and other Government Agencies through the Financial Management Information System (FMIS). This information is currently maintained by the Ministry of Finance and access can be gained by agreement with them.

Note: The computer software used for this system is *FreeBalance* which uses the term **Vendors** instead of **Suppliers**.

Collecting and storing information

The Suppliers Registry on the FMIS will collect various pieces of information that occur at different stages of procurement, including registration, pre-qualification, quoting, tendering and contract establishment. Collection of information will depend on the requirements of these stages and what documentation is made (paper forms or uploaded electronic forms and documents, expressions of interest, quotes, proposals, bids and other documents and notes). The collection and recording of this information is essential to overall procurement processes.

Registration of Suppliers

Suppliers are able to register their details on the Suppliers Registry. This voluntary registration and the entering of supplier (vendor) information into the FMIS is not a commitment by the Government to enter into business with, or to invite submission of tenders or proposals from a supplier. It should be made clear that registration only makes a supplier eligible to be considered as a provider to Government.

Final approval for entry into the Suppliers Registry is made by the National Director of Procurement, Ministry of Finance.

Using Vendor Information for Supply

Supplier information can be used for selection of a supplier during the following tender processes:

- Small Item Direct Purchase (for example, fuel vouchers)
- Limited Tender,
- Invitation to Bid or Request for Proposal/Quotation

It can also be used in short-listing for Request for Proposals for consulting services.

Refer to *GUIDE 3: Best Practice Guide on Tender Processes* for further information on the appropriate tender process.

The FMIS will provide sorting of requirements and eligibility of suppliers (vendors) for consideration by Ministries and other Agencies in the procurement process.

Public Access to Supplier Information

There will be public access to supplier information for awarded contracts over \$100,000: Supplier (vendor) name, a description of the contract or supply and its value will be available.

Updating Supplier Information

At all stages of the procurement process, the responsibility for updating current supplier information rests with the supplier who is to provide this to the Procurement Service in hard copy form. Suppliers who voluntarily submit information for registration will also be required to update stored information at least annually, and also when involved in submitting quotes, proposals and bids.

Ineligible Suppliers

Suppliers whose performance has led to a formal process resulting in a suspension of their eligibility to work with government which will be noted in the FMIS. Such a formal process requires independent investigation. If a suspension of eligibility to work with government is recommended the Minister of Finance would include the supplier on a list of ineligible suppliers. This list will be able to be consulted by Ministries and other Government Agencies when checking on the past performance of particular suppliers.

Accessing Other Relevant Government Information

Access for Ministries and other Government Agencies to information relating to suppliers (vendors) for procurement processes via the FMIS is an ongoing issue and will be developed during Ministry to Ministry discussions.