

Guide to Procurement of Goods and Services and Appointment of Staff

One-off Start-up Grant for Kindergartens

Joining the Free Quality Kindergarten Education Scheme in the 2017/18 School Year

The following paragraphs set out the guiding principles and requirements for compliance by kindergartens, kindergarten-cum-child care centres and schools with kindergarten classes (hereafter collectively referred as KGs) in their procurement and staff appointment and related arrangements using the One-off Start-up Grant for Kindergartens Joining the Free Quality Kindergarten Education Scheme (“Scheme-KGs”) (Start-up Grant). In this connection, **Scheme-KGs should make sure that the designated purposes of the Start-up Grant as set out in Education Bureau Circular Memorandum No. 23/2017 on “One-off Start-up Grant for Kindergartens Joining the Free Quality Kindergarten Education Scheme in the 2017/18 School Year” are met.**

Procurement of Goods and Services

Guiding Principles

2. As the goods/services are procured out of public funds, Scheme-KGs are accountable for the conduct of the affairs and related expenditure. They are required to establish a set of proper procedures for procurement and competitive bidding that are in line with the guidelines issued by the Education Bureau (EDB) and may supplement with additional school-based procurement and competitive bidding procedures having regard to their individual circumstances as necessary. They should also ensure that the procedures are conducted in a fair, open and well-documented manner. All Scheme-KGs are encouraged to make reference to the Corruption Prevention Best Practice on Procurement issued by ICAC via http://www.icac.org.hk/filemanager/en/Content_1031/procurepractices.pdf and Sample Code of Conduct for Managers and Staff of Kindergartens issued by ICAC via http://www.icac.org.hk/filemanager/en/Content_1031/kindergartens-full.pdf

3. Scheme-KGs should take note of the following requirements in the procurement-

- 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 (please refer to the table under paragraph 4 below), 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;

- Proper records of the purchases/quotations must be maintained; and
- 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.

Financial Limits for Direct Purchase and Quotations

4. The financial limits for different levels of procurement and the forms to record the procurements are as follows-

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	

5. Scheme- KGs 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.

6. All records of procurement shall be made available to the EDB for inspection when required.

Warning Against Bribery

7. Scheme-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.

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 1](#) and “Declaration” at [Annex 2](#).

Appointment of Staff

Guiding Principles

9. Scheme-KGs should draw up guidelines and procedures governing the appointment of staff. Selection of staff must be determined solely on the basis of merit and ability

assessed according to a set of criteria relevant to the requirements of the work to be performed.

10. The basic principles and some key features of an effective selection system are highlighted below-

- A proper selection procedure should be set up under the principles of fairness and transparency;
- Information in the advertisement, if applicable, should be gender-neutral and discrimination-free (including race, religion, sex, marital status, pregnancy, disability, family status, etc.);
- Selection procedures for appointment (such as any arrangement for written assessment, number of interviews and the time for the announcement of result(s)), should be clearly understood by applicants and should be made known to parties concerned;
- A selection panel should be appointed to consider all applications; and
- Applicants should be assessed according to predetermined criteria and specified procedures and the assessment must be free from bias and discrimination in terms of disability, sex, marital status, pregnancy, etc.

11. KGs are strongly advised to adopt the Sexual Conviction Record Check scheme launched by the Hong Kong Police Force in their appointment procedures to safeguard the well-being of students. For details, please refer to [Education Bureau Circular Memorandum No. 179/2011](#).

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Quotation Record Form
(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:** _____

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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. Tel. :	Unit Rate (HK\$)							
	Sub-total							
2. Tel. :	Unit Rate (HK\$)							
	Sub-total							
3. Tel. :	Unit Rate (HK\$)							
	Sub-total							
4. Tel:	Unit Rate (HK\$)							
	Sub-total							
5 Tel:	Unit Rate (HK\$)							
	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)*: _____

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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 Start-up 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, potential 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 potential 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 1] and declare their interest** when conflict of interest arises [**Annex 2**].

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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)/have no (has no) 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 1] and declare their interest** when conflict of interest arises [**Annex 2**]