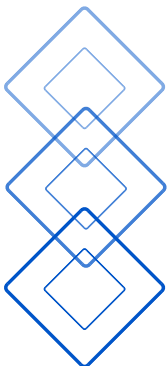


Government Procurement: A Best Practices Guide

Government Procurement Working Group
SBF-Led SME Committee



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August 2017

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GOVERNMENT PROCUREMENT: A BEST PRACTICES GUIDE

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Government Procurement & GeBIZ

WHY GeBIZ?



Many valuable **business opportunities**



Simple



Complex

Covers a **wide range** of industries

HOW do I get started?



Register as a **GeBIZ Trading Partner** to start bidding

WHAT else can I do on GeBIZ?



Sign up for **GeBIZ Alerts** to stay updated on tenders



Use **GeBIZ Mall** to list catalogue items



Government Procurement & GeBIZ

From Jan 2, 2015 to Jan 31, 2017, total government expenditure conducted through GeBIZ exceeded \$20b per year on average.¹ These contracts ranged from simple low-value purchases, such as office stationery, to complex multi-million dollar construction contracts and technology projects.²

To use GeBIZ, all potential suppliers must register as a GeBIZ Trading Partner. A business' first GeBIZ Trading Partner account can be registered for free of charge. However, some contracts may specify further required registrations as a Building & Construction Authority Supplier or an Expenditure and Procurement Unit Supplier. These need to be applied for separately (refer to Further Information).

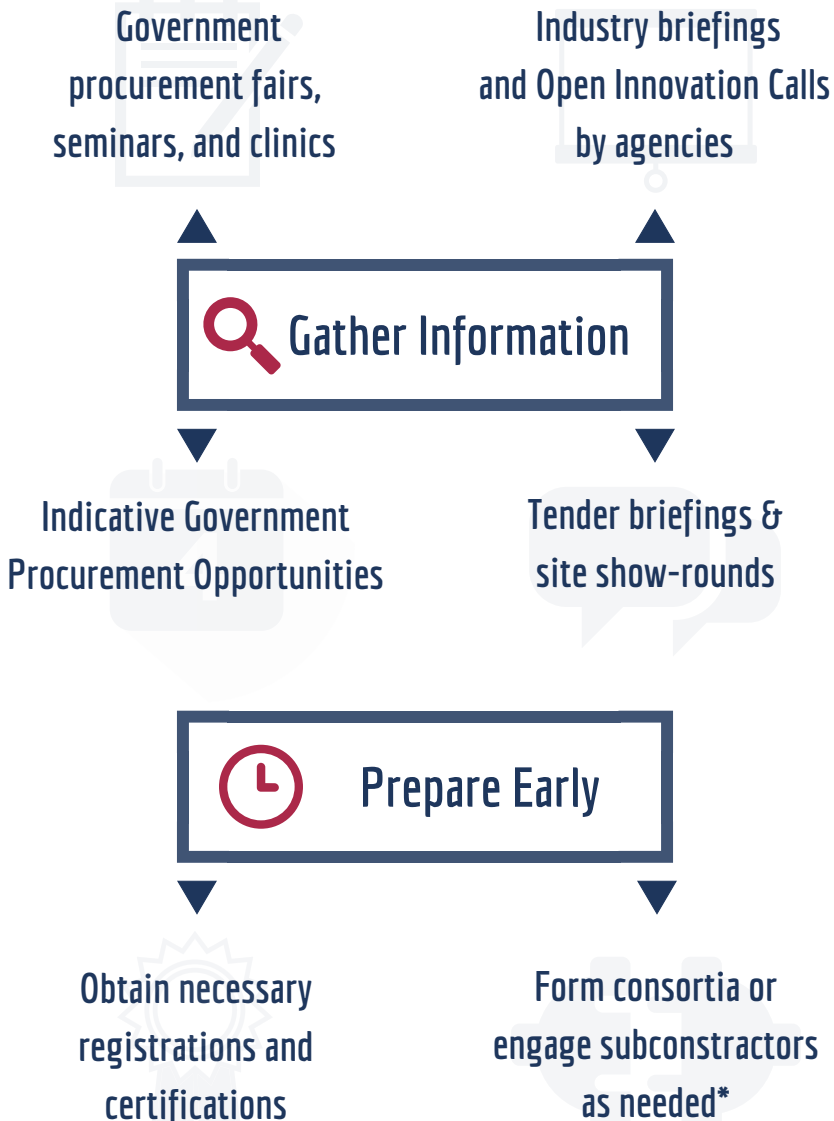
The public sector's invitations for quotations and tenders, less security-sensitive contracts, are posted on GeBIZ. To stay updated with these business opportunities, suppliers can sign up for the GeBIZ Alerts service to receive daily notifications on new tender notices. Apart from quotations and tenders, suppliers may list their catalogue items on GeBIZ Mall for sale.

¹ "Government Procurement," *The Ministry of Finance, Singapore*, last modified February 16, 2017, <https://data.gov.sg/dataset/government-procurement>

² "A Guide for Suppliers: Participating in Singapore Government Procurement Opportunities," *The Ministry of Finance, Singapore*, last modified January 7, 2016, https://www.gebiz.gov.sg/docs/Supplier_Guide_Detailed.pdf

General Best Practices

· Before Bidding ·





General Best Practices

Before bidding for tenders, it is crucial to find out as much as you can so you are well-equipped to make good business decisions, and also have sufficient lead time for preparations. The following suggestions could prove useful for you:

1. Attend relevant government procurement fairs and clinics to be familiar with procurement processes and opportunities. The schedule of upcoming events can be found on the Singapore Business Federation's webpage.
2. Attend industry briefings by agencies and check the Indicative Government Procurement Opportunities on GeBIZ to make the necessary advance preparations for a competitive bid. Check for Open Innovation Calls, which could lead to procurement, on agencies' websites as well.
3. Attend tender briefings or site show-rounds to clarify the specifications of the tender so you know exactly what you need to do. It is crucial to fully understand the tender documents.
4. Obtain required registrations, certifications, and accreditations well in advance of bidding, and update your company's portfolio/track record.
5. If the contract you are interested in exceeds your company's current capacity, consider forming consortia or partnerships with other firms that can provide the necessary coverage. Alternatively, engage sub-contractors if the procuring agency allows for it.

General Best Practices

• During Bidding •





General Best Practices

During bidding, you will be looking to clearly stand out from your competitors to secure the tender. These are some tips to help you achieve that:

1. Demonstrate your ability to match or exceed requested requirements and evaluation criteria, while sticking to the specified terms & conditions. In doing so, you can **balance cost with quality** based on their relative importance, achieving optimal **value-for-money** for the agency.
2. Clearly showcase your company's track record and emphasize your competitive advantage to help your bid stand out.
3. Check GeBIZ for the history of successful bids for projects similar to that which you are trying for, and use it as a rough gauge to inform your bid.
4. Clarify any doubts with the procuring agency, and check through your final submission to ensure that there are no errors, particularly for quoted prices.
5. Submit your bid early to avoid missing deadlines due to unforeseen technical glitches.

General Best Practices

• After Bidding •



Remain **responsive** to procurers



If your bid was unsuccessful, request for **feedback**

After submitting your bid, it is still important to stay attentive in the post-bidding period as it could impact your current and prospective government procurement bids. Taking note of the following can be beneficial for this:

1. Remain responsive to procuring agencies' clarifications, if any, to aid in their decision-making.
2. If your bid was successful, continue maintaining strong working relationships with the procuring agencies to improve the likelihoods of re-contracts.
3. If your bid was unsuccessful, request for feedback from the procuring agency to identify learning points.



Further Information

Navigating the GeBIZ site



<https://www.gebiz.gov.sg/cmweb/content/getstart.htm>

GeBIZ FAQ and RFI



<https://www.gebiz.gov.sg/faq.html#tp-reg-02>

Government Supplier, EPPU Supplier, and BCA Supplier



<https://www.smeportal.sg/content/smeportal/en/opportunities/government-contracts-tenders.html>

MoF's Guide for Suppliers



<https://www.gebiz.gov.sg/singapore-government-procurement-regime.html>

SBF Event Schedule



http://login.sbf.org.sg/sbf/Portal/Activities/Events/SBFPortal/Events/SBF_Events.aspx

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