|  |
| --- |
| **Approval of Requirement (AOR)** |

|  |
| --- |
| **About your purchase** |
| **PROVISION OF SECURITY SWEEP OF ROOMS AT MAS BUILDING AND CURRENCY HOUSE**  |

|  |
| --- |
| **Aim**What is the purpose of this AOR?  |
|  |  |  |  |
| Approval is sought from*[approver]* | Head Security |  | **Role of Approving Officer for Approval of Requirement [AO(AOR)]*** Ensure there is a genuine need for the intended procurement
* Requirements meet the needs adequately and have not been over specified
* Other options have been considered and procurement has been assessed to be the best option to proceed.
* Requirements are not unnecessarily split into multiple purchases to avoid procurement procedures.
* Take into account prudence in the use of public monies

Refer to [Annex A](#AnnexA) for the Approving Authorities and Approving Limits. |
|  |  |  |
| for[*summary of purchase and recommended supplier, if applicable)]* | Ad hoc Security Sweep of Rooms at MASB and Boardrooms at Currency House |  |
|  |  |  |
| Purchased from/ Supplied by *(please reflect the vendor’s full entity name)* | x |  |
|  |  |  |
| at a cost of*[Estimated Procurement Value or EPV]* | S$5,650.00[If the amount is in a foreign currency, please include the note below]“The exchange rate used in this note is EUR1 = S$\_\_.Source: <https://team.dms.mas.gov.sg/sites/dga/CurrConverRate/Forms/AllItems.aspx> as of [date]” |  |

|  |
| --- |
| **Justification**Why do you need the purchase?  |
|  |
| Provide justifications for requirements  |
| Background In Mar 2020, Management Committee (MC) Meeting approved the implementation of the policy to prohibit the use of Personal Communication Devices (PCD) in discussions involving sensitive information in MASB meeting rooms. In addition, any discussion of sensitive information shall be held in pre-security cleared rooms. Follow-up from MC meeting, CSD (SD) performed a Contract Variation to engage both our existing vendors (x and x) to conduct a one-time technical security sweep of this additional rooms in MASB and inclusion of Schedule of Rates (SOR) for additional ad hoc security sweep(s) which were not covered under the existing contract scope.JustificationThe three-year contract with x and x will expire in Sept 2021. The new contract will only establish in Nov/Dec 21. CSD (SD) recommends varying the existing contracts to perform an adhoc technical security sweep on the additional rooms in MASB and the Boardroom in CH to ensure consistency in the checking process as the existing areas are conducted by the contractors. The contractors have also maintained good track records.  |
| Required scope of workConduct adhoc security sweep for those sensitive rooms used for special meetings at MASB and Currency House that are not covered in the existing security contract at MASB and Currency House in sept 21.  |
| **3a. Estimated Procurement Value (EPV)**What does your EPV consist of?  |
|  |  o |  |  |
|

|  |  |  |
| --- | --- | --- |
| **S/N** | **Firm Requirements - Itemised** | **Cost (S$)** |
|  | Security Sweep Rooms at MASB | $3,150.00 |
|  | Security Sweep of Boardrooms at CH | $2,500.00 |

*[add additional rows if required]*

|  |  |
| --- | --- |
| **Firm requirements total** | $5,650.00 |

|  |  |  |
| --- | --- | --- |
| **S/N** | **Optional Requirements - Itemised** | **Cost (S$)** |
|  |  |  |

|  |  |
| --- | --- |
| **Optional requirements total** |  |

|  |  |  |
| --- | --- | --- |
| **S/N** | **Contingency Requirements (if any)** | **Cost (S$)** |
|  |  |  |

|  |  |
| --- | --- |
| **Grand total** | $5,650.00 |

 |  |

|  |
| --- |
| **Quick Tips on EPV*** EPV is an estimate value to determine the appropriate procurement approach and approving authority.
* The EPV should include:

(a) firm requirements(b) optional components(c) contingency, if anyThe total EPV should **include** Service Charge (if applicable)The total EPV should **exclude** GST (if applicable), except for items that are via pay-and-claim |

 |
|  |  |
| EPV Basis |  |
|  |  |
| Supporting documents |  |
|  |  |
| If the purchase is to replace an existing system and/or asset, will a write-off of the current system/asset be required? Refer to [OPM 1-I-M - Fixed Assets](https://maspace.mas.gov.sg/sites/employeeresources/OPMS-Forms-and-Templates/Documents/OPM%201%20%28Finance%29/OPM%201%20Finance%20Manuals/1.%20OPM%201-I-M%20Fixed%20Assets.docx) paragraphs 1.40 to 1.42 for write-off guidelines and approving authority, and [Annex B](#AnnexB) for considerations when replacing an existing system and/or asset. |  | Not applicable |
|  | No |
|  | Yes. We are seeking an in-principle write-off approval of S$\_nil\_\_ together with this AOR approval. Formal write-off approval will be obtained subsequently. |
|  |  |

|  |
| --- |
| **3b. Existing Contract Details** |
|  |  |  |  |
| Total **Approved Procurement Value** to-dateIncluding contract variations |  |
|  |  |
| Indicate the PR number(s) and attach award note(s), including contract variation(s) |  |
|  |  |
| Provide details of existing contract:

|  |  |  |
| --- | --- | --- |
| **S/N** | **Firm Requirements - Itemised** | **Cost (S$)** |
|  |  |  |

*[add additional rows if required]*

|  |  |
| --- | --- |
| **Firm requirements total** |  |

|  |  |  |
| --- | --- | --- |
| **S/N** | **Optional Requirements - Itemised** | **Cost (S$)** |
|  |  |  |

|  |  |
| --- | --- |
| **Optional requirements total** |  |

|  |  |  |
| --- | --- | --- |
| **S/N** | **Contingency Requirements (if any)** | **Cost (S$)** |
|  |  |  |

|  |  |
| --- | --- |
| **Grand total** |  |

 |  |
|  |

|  |  |
| --- | --- |
| **Procurement Approach**How do you intend to conduct the purchase?. SVP |  |
|  |  |
| **Small Value Purchase** (EPV up to S$6,000) |
| * Indicate item(s) under this procurement approach
 | Items 1 and 2 |
|  |  |
| * To attach quotation(s)
 | x |
|  |  |
| * Mode of payment
* GST should be included in the EPV for pay-and-claim items
 |   |
|  |  |
| * To evaluate and justify selection of vendor
 | SD evaluated the offer and recommended to award to x given the following considerations:-1. We have an existing security contract with them ending in Sep 21. The security contract was for sweeping of the rooms at x and x. It did not cover any of the other special rooms used for special meeting at MASB & Currency House.
2. They have agreed and acknowledged keeping to the same rates for this samesecurity sweeps which they have completed in FY 2020 (rooms at MASB and Boardrooms at Currency Hse).
3. Price submitted are fair and reasonable.
4. They have maintained good track records and comply with the industry practises for security sweep.
5. We have to engage them to conduct the security sweep to ensure consistency in the checking process as the existing areas are also conducted by separate contractors.
6. No change in price for this adhoc sweep. Total cost will remain as per FY 2020 purchased @$5,650.00. The breakdown will be ($3,150 MASB & $2,500 for Currency Hse).
 |
|  |  |
| **Bulk Tender**  |
| * Indicate item(s) under this procurement approach
 |  |
|  |  |  |
| * To indicate GeBIZ bulk tender reference number (e.g. FINVITETT17000004)
 |  | *References:** [*GeBIZ Intranet Homepage*](https://ngg.intranet.gebiz.gov.sg/)
* [*List of WOG Bulk Tenders*](https://intranet.mof.gov.sg/portal/Procurement/Policy-Innovations/Procurement-Approaches/Demand-Aggregation.aspx)
* [*GovTech ICT Bulk Tenders*](https://sgdcs.sgnet.gov.sg/sites/tech/SNDigiGov/Programmes/GovICTProcRes/Pages/BulkTenders/index.aspx)
* [*GovTech Green Lane for Accredited Panel*](https://sgdcs.sgnet.gov.sg/sites/tech/SNDigiGov/CentralICTServices/PSICT/Pages/AC-Panel-2.0-Procurement.aspx)
 |
|  |  |  |
| * Attach print screen and/or attachment of the relevant bulk tender line items
 |  |
|  |  |
| * To evaluate and justify selection of vendor
 |  |
|  |  |
| * To check for potential conflicts of interest for requirements above S$100,000
 | The vendor is in the [list](https://team.dms.mas.gov.sg/sites/LC/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2FLC%2FShared%20Documents%2FBoard%20Members%20Disclosure&FolderCTID=0x0120009D219FF3A2A43E4387D027B6C84B8C4E&View=%7BA72CE9F0%2D4226%2D4BC6%2DB9C8%2D082E0CF9D3CF%7D) of directorships and other disclosures by MAS Board members on potential conflicts of interest collated by ODC. |
| * If the contractor is in the list of directorships and other disclosures by MAS Board Members on potential conflicts of interested collated by ODC, departments shall assess whether the procurement is done in a fair and transparent manner.
 |  |
| **Request for Quotation**  |
| * Indicate item(s) under this procurement approach
 |  |
|  |  |
| * To indicate GeBIZ framework agreement reference number (e.g. FINVITETT17000004)
 |  | *References:** [*GeBIZ Intranet Homepage*](https://ngg.intranet.gebiz.gov.sg/)
* [*List of WOG Bulk Tenders*](https://intranet.mof.gov.sg/portal/Procurement/Policy-Innovations/Procurement-Approaches/Demand-Aggregation.aspx)
* [*GovTech ICT Bulk Tenders*](https://sgdcs.sgnet.gov.sg/sites/tech/SNDigiGov/Programmes/GovICTProcRes/Pages/BulkTenders/index.aspx)
* [*GovTech Green Lane for Accredited Panel*](https://sgdcs.sgnet.gov.sg/sites/tech/SNDigiGov/CentralICTServices/PSICT/Pages/AC-Panel-2.0-Procurement.aspx)
 |
|  |  |  |
| * List all vendors under GeBIZ framework agreement to be invited for the Request for Quotation
* All vendors that can provide the item(s) should be listed
 |  |
|  |  |  |
| **Direct Contracting** |
| * Indicate item(s) under this procurement approach
 |  |
| Select a reason for direct contracting |
|  |
| To attach supporting document (e.g. Letter of Sole Supplier) and provide justifications for Direct ContractingE.g. Direct Contracting is recommended because of the following reasons:* The [supplier name] is the only entity in Singapore authorised to xxx
* There is no benefit to go through a limited ITQ/tender where MAS would first impose our terms, as we have to accept the supplier’s terms
 |
|  |
| If procurement **does not** fall within any of the reasons, please complete the following:Even though the procurement for engaging the vendor does not meet any of the set conditions for Limited Procurement, it is still permitted (as this procurement is below the threshold for it to be covered under the [WTO-GPA/FTA](#AnneB)[[1]](#footnote-1)) if approved by the appropriate authority. In this case, ED()/ AMD()/ DMD()/ MD *(delete accordingly)* is an appropriate authority. |
| The following considerations have been made before deciding to direct contract:* + The market size and potential number of suppliers
	+ Uniqueness of the goods/services
 |  |
| Direct Contracting was not called to discriminate in favour of the incumbent supplier or a particular supplier (e.g. to reduce opening period such that there is sufficient time only for the incumbent to respond). |  |
| I am aware that open quotation/tender should be the default procurement approach and limiting competition may affect the attractiveness of the bids received. |  |
| The benefits of limiting the procurement outweigh the benefits of calling an open quotation/tender. |  |
|  |  |
| **Evaluation of the vendor’s offer** |
|  |
|  |
| **Conflict of interest checks for requirements above S$100,000** |
|

|  |  |
| --- | --- |
| The vendor is in the [list](https://team.dms.mas.gov.sg/sites/LC/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2FLC%2FShared%20Documents%2FBoard%20Members%20Disclosure&FolderCTID=0x0120009D219FF3A2A43E4387D027B6C84B8C4E&View=%7BA72CE9F0%2D4226%2D4BC6%2DB9C8%2D082E0CF9D3CF%7D) of directorships and other disclosures by MAS Board members on potential conflicts of interest collated by ODC. |  |

 |
|  |
| * If the recommended vendor is in the list of directorships and other disclosures by MAS Board members on potential conflicts of interest collated by ODC, departments shall assess whether the procurement is done in a fair and transparent manner.
 |  |
|  |
| **Inputs from CSD Procurement** |
| Direct contracting supported   |
| CSD’s comments |
|  |
|  |
| **Exercise of Options** |
| * Specify option to exercise
 | E.g. To exercise XXX  |
|  |  |
| * To indicate all options that have been previously exercised, including PR number, if any:
 | E.g. Exercise of Option 1: PRXXXXXExercise of Option 2: PRXXXXX |
|  |  |
| **Utilisation of Contingency Sum** |
| * Specify amount of contingency to utilise
 | E.g. To use S$X of the approved contingency sum  |
|  |  |
| * To indicate total contingency sum that have been used, including PR number, if any
 | E.g. Use of contingency of S$X: PRXXXXX |
|  |  |
| **Purchase Against Schedule of Rates** |
| * Specify details of purchase
 | E.g. To purchase [Goods/Services} at S$X |
|  |  |
| * Have the rates been previously assessed to be reasonable?
	+ If yes, please attach the relevant award note and/or assessment.
	+ If no, please assess whether the rates are reasonable
* Assess the quantities/amounts (where applicable)
 |  |
|  |  |
|  |  |
| * To check for potential conflicts of interest for requirements above S$100,000
 | The vendor is in the [list](https://team.dms.mas.gov.sg/sites/LC/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2FLC%2FShared%20Documents%2FBoard%20Members%20Disclosure&FolderCTID=0x0120009D219FF3A2A43E4387D027B6C84B8C4E&View=%7BA72CE9F0%2D4226%2D4BC6%2DB9C8%2D082E0CF9D3CF%7D) of directorships and other disclosures by MAS Board members on potential conflicts of interest collated by ODC. |
| * If the contractor is in the list of directorships and other disclosures by MAS Board Members on potential conflicts of interested collated by ODC, departments shall assess whether the procurement is done in a fair and transparent manner.
 |  |
| **Contract Variation** |
| * Specify variation
 | E.g. To add/remove [Goods/Services} at S$X |
|  |  |
| * To include justifications for not calling a fresh tender or quotation for the additional works/services.
* To assess whether the rates are reasonable.
 |  |
|  |  |
|  |  |
| * To check for potential conflicts of interest for requirements above S$100,000
 | The vendor is in the [list](https://team.dms.mas.gov.sg/sites/LC/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2FLC%2FShared%20Documents%2FBoard%20Members%20Disclosure&FolderCTID=0x0120009D219FF3A2A43E4387D027B6C84B8C4E&View=%7BA72CE9F0%2D4226%2D4BC6%2DB9C8%2D082E0CF9D3CF%7D) of directorships and other disclosures by MAS Board members on potential conflicts of interest collated by ODC. |
| * If the contractor is in the list of directorships and other disclosures by MAS Board Members on potential conflicts of interested collated by ODC, departments shall assess whether the procurement is done in a fair and transparent manner.
 |  |
| **Contract Termination** |
| To terminate the contract for the following reasons: |  |
| * To include reasons and correspondence with contractor, if any
 |
| **Government to Government** |
| * Indicate item(s) under this procurement approach
 |  |
|  |  |
| * Procurement rules do not apply when government agencies collaborate as there is no intent for parties to form legal relations with each other.
* If departments decide to collaborate with another government agency (“in-source”) for the supply of goods and/or services, there will not be a need for award approval.
* However, the AOR documentation should include the considerations for in-sourcing instead of outsourcing (where the good or service is also commercially available), the price and assessment of it, government agency, period of use etc.
 |  |
| **Quotations** |
| * Indicate item(s) under this procurement approach
 |  |
| * Will the purchase be conducted through limited procurement?
 |  |
|   |
| Select a reason for limited procurement |
|  |
| Provide justification for limited procurement:

|  |
| --- |
| To attach supporting document and provide justifications for Limited Procurement |

 |
|  |
| If procurement **does not** fall within any of the reasons, please complete the following:Even though the procurement for engaging the vendor does not meet any of the set conditions for Limited Procurement, it is still permitted (as this procurement is below the threshold for it to be covered under the [WTO-GPA/FTA](#AnneB)[[2]](#footnote-2)) if approved by the appropriate authority. In this case, ED()/ AMD()/ DMD()/ MD *(delete accordingly)* is an appropriate authority. |
| The following considerations have been made before deciding to call for limited procurement:* + The market size and potential number of suppliers
	+ Uniqueness of the goods/services
 |  |
| Limited procurement was not called to discriminate in favour of the incumbent supplier or a particular supplier (e.g. to reduce opening period such that there is sufficient time only for the incumbent to respond). |  |
| I am aware that open quotation/tender should be the default procurement approach and limiting competition may affect the attractiveness of the bids received. |  |
| The benefits of limiting the procurement outweigh the benefits of calling an open quotation/tender. |  |
|  |  |
| **Inputs from CSD Procurement** |
| Limited procurement supported   |
| CSD’s comments

|  |
| --- |
|  |

 |
|  |
| **Tenders** |
| * Indicate item(s) under this procurement approach
 |  |
| * Will the purchase be conducted through limited procurement?
 |  |
|  |
| Select a reason for limited procurement |
|  |
| Provide justification for limited procurement:

|  |
| --- |
| To attach supporting document and provide justifications for Limited Procurement |

 |
|  |
| If procurement **does not** fall within any of the reasons, please complete the following:Even though the procurement for engaging the vendor does not meet any of the set conditions for Limited Procurement, it is still permitted (as this procurement is below the threshold for it to be covered under the [WTO-GPA/FTA](#AnneB)[[3]](#footnote-3)) if approved by the appropriate authority. In this case, ED()/ AMD()/ DMD()/ MD *(delete accordingly)* is an appropriate authority. |
| The following considerations have been made before deciding to call for limited procurement:* + The market size and potential number of suppliers
	+ Uniqueness of the goods/services
 |  |
| Limited procurement was not called to discriminate in favour of the incumbent supplier or a particular supplier (e.g. to reduce opening period such that there is sufficient time only for the incumbent to respond). |  |
| I am aware that open quotation/tender should be the default procurement approach and limiting competition may affect the attractiveness of the bids received. |  |
| The benefits of limiting the procurement outweigh the benefits of calling an open quotation/tender. |  |
|  |  |
| **Inputs from CSD Procurement** |
| Limited procurement supported   |
| CSD’s comments

|  |
| --- |
|  |

 |
|  |
| **Request for proposals** |
| * Indicate item(s) under this procurement approach
 |  |
| * Will the purchase be conducted through limited procurement?
 |  |
|  |
| Select a reason for limited procurement |
|  |
| Provide justification for limited procurement:

|  |
| --- |
| To attach supporting document and provide justifications for Limited Procurement |

 |
|  |
| If procurement **does not** fall within any of the reasons, please complete the following:Even though the procurement for engaging the vendor does not meet any of the set conditions for Limited Procurement, it is still permitted (as this procurement is below the threshold for it to be covered under the [WTO-GPA/FTA](#AnneB)[[4]](#footnote-4)) if approved by the appropriate authority. In this case, ED()/ AMD()/ DMD()/ MD *(delete accordingly)* is an appropriate authority. |
| The following considerations have been made before deciding to call for limited procurement:* + The market size and potential number of suppliers
	+ Uniqueness of the goods/services
 |  |
| Limited procurement was not called to discriminate in favour of the incumbent supplier or a particular supplier (e.g. to reduce opening period such that there is sufficient time only for the incumbent to respond). |  |
| I am aware that open quotation/tender should be the default procurement approach and limiting competition may affect the attractiveness of the bids received. |  |
| The benefits of limiting the procurement outweigh the benefits of calling an open quotation/tender. |  |
|  |  |
| **Inputs from CSD Procurement** |
| Limited procurement supported   |
| CSD’s comments

|  |
| --- |
|  |

 |
|  |

|  |
| --- |
|   |
|  |
| Is it in the Budget Warrant for the current FY?  |  |   |
|  |  |  |
| For cross FY and multi-year contracts, please provide the (I) funding required/breakdown of cost estimates by FYs; and (ii) project timeline and expected project/system cutover date. |
|  |
|  |
| **Funding Details** |
|  |  |  |
| If no, specify where the purchase can be funded from and any shortfall (S$) that your department is unable to source for. |
|  |
|  |
| If FD’s advice is required for the funding sources of budget shortfall or if department is proposing to draw down from MD’s Contingency Fund (including item(s) approved to be funded from Contingency Fund during budget approving process), please obtain FD’s inputs for a financial assessment. |
|  |
|  |

|  |
| --- |
| **Meetings, conferences, retreats and staff functions** |
|  |
| Does your requirement involve meals or event venues?  |  |  |
|  |
| **Meetings, conferences, retreats and staff functions**  |
| I confirm that meal costs are within the entertainment caps |

|  |
| --- |
|   |
| *If no, seek approval to increase the limit from your group head and above. In the event the group head is host of the event/meeting, approval to be sought from the next designation higher up. Refer to FD’s policy for more details (*[*OPM1/I/A*](https://maspace.mas.gov.sg/sites/employeeresources/OPMS-Forms-and-Templates/Documents/OPM%201%20%28Finance%29/OPM%201%20Finance%20Manuals/OPM%201-I-A%20Budget.docx) *para 1.31)* |
| Attach approval to increase the limit.  |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Events*** **Adhere to the entertainment caps**

|  |  |  |
| --- | --- | --- |
| **Description** | **Amount per person (include GST)***Hosted by Group Heads or below* | **Amount per person (include GST)***Hosted by MD or Board of Directors* |
| Breakfast | S$30 – S$50 | Up to S$80 (if hosted at a hotel)Otherwise, S$50 |
| Lunch | S$65 – S$85 | Up to S$110 |
| Dinner | S$85 – S$120 | Up to S$160 |

Meals comprise food and beverages, Government taxes, service charge and/or gratuities. Note that it excludes miscellaneous cost such as delivery fees, catering fees etc. The appropriate level of entertainment should commensurate with the status of the guests, and the lower end of the range does not stipulate minimum spending.Refer to [OPM 1-I-A Budget](https://maspace.mas.gov.sg/sites/employeeresources/OPMS-Forms-and-Templates/Documents/OPM%201%20%28Finance%29/OPM%201%20Finance%20Manuals/OPM%201-I-A%20Budget.docx) for more details.* **Event venue**

Refer to the [Finance Circular Minute](https://intranet.mof.gov.sg/portal/IM/Circulars/MOF/Circular-Minutes/Public-Sector-Taking-the-Lead-in-Environmental-Sus.aspx) (FCM14/2014) for more details* **Healthier catering policy**

Refer to the [Finance Circular Minute](https://intranet.mof.gov.sg/portal/IM/Circulars/MOF/Circular-Minutes/2021/Update-to-the-Whole-of-Government-Healthier-Cateri.aspx) (FCM2/2021) for more details |

 |
| If it is a training or staff development programme, the event will be hosted in MAS or at a public agency’s facility |

|  |
| --- |
|  |
| *If no, seek approval from Group Heads (training and department-level events)/MASRC President (MASRC events)/DMDs (all other events). Provide justifications for not using public agency facilities shall be included.* |
| Attach approval and provide justifications. |

 |
| The venue is Greenmark certified |

|  |
| --- |
|  |
| *If no, provide the reason for not selecting a certified venue.* |
| Provide reason |

 |
| The caterer comply with the healthier catering guidelines. |

|  |
| --- |
|  |
| *If no, provide the reason for not selecting a certified caterer.* |
| Provide reason |

 |
|  |  |  |

|  |
| --- |
| **Inputs from other departments** |
|  |
| Is your purchase TG and/or CSD-related e.g. office furniture  |  |  |
|  |
| **Inputs from other departments** |
| Please seek TG/CSD’s inputs |  |  |
|  |
|  |

|  |
| --- |
| **8a. Information Security Risk Assessment** |
|  |
| Is there official information[[5]](#footnote-5) involved in the project?  |  |    |
| Does the classification of information follow the main contract?*[only applicable for contract management]* |  |     |
|  |
| **Information Security Risk Assessment (ISRA)** |
| What is the Security classification of information provided to the contractor? |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ISRA*** Refer to [Quick Reference Guide – Information Security Requirements for Contracting and Outsourcing](https://maspace.mas.gov.sg/sites/employeeresources/OPMS-Forms-and-Templates/Documents/OPM%2016%20%28Risk%20Management%29/Quick%20Reference%20Guide%20-%20Information%20Security%20Requirements%20for%20Contracting%20and%20Outsourcing/Quick%20Reference%20Guide%20%28v%20Jul%202020%29.docx.doc) and [OPM 16/II](https://maspace.mas.gov.sg/sites/employeeresources/OPMS-Forms-and-Templates/Documents/OPM%2016%20%28Risk%20Management%29/OPM%2016-II/OPM%2016-II%20-%20Handling%20and%20Custody%20of%20Classified%20Information.docx) for more details.
* For contracts involving IT related services, departments should also obtain TG’s input on the risk assessment. ED(ITD)’s approval on the risk assessment is required for contracts where the information involved is “restricted” and above.
* Security Clearance is required for access to classified information.
	+ Cat 2 – Access to Restricted and Confidential information. Please approach CSD (Chin Varn Lim and Ishak Suhaimi).
	+ Cat 1 – Access to Secret information. Please approach HRD (See Kee Ang and Zina Ang).

**Who can approve ISRA?**

|  |  |
| --- | --- |
| **EPV** | **Approving Authority** |
| Up to S$90,000 | Division Head, Chief Representatives and Selected Specialist Leaders\* |
| Any amount | Department Heads and above |

\*Where official information is involved, the Department Head shall be informed of the information security assessment.  |

 |
| What is the Sensitivity classification of information provided to the contractor? |  |
| *[if there are different Information Security and Sensitivity classification for the items, please indicate in the description box below]* |
| Description of information |
| nil |
|  |
| Measures to restrict the Contractor’s access (if any) |
| nil |
|  |
| For Division HeadsBy approving this AOR and ISRA, you declare that your department head has been informed of the information security assessment. |
|  |  |  |

|  |
| --- |
| **8b. Public Communications Impact Assessment (For Open Procurement Only)** |
|  |
| Is there undisclosed policy information**[[6]](#footnote-6)** contained within the quotation or tender documents |  |      |
|  |
| **Public Communications Impact Assessment (PCIA)** |
| Please describe the information. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PCIA*** Departments should undertake a Public Communications Impact Assessment (PCIA) before publishing any open quotation or tender.
* Consider if your quotation or tender documents may inadvertently reveal material information on policy changes.
* Quotations or tenders that concern current hot button issues will invariably attract media and public attention.
* Quotations or tenders that may have direct or indirect impact on the public or industry, especially in a negative way, should be communicated sensitively.
* Large contract values may attract scrutiny, with the public focusing on the amount and questioning if public funds are being spent judiciously.
* If your contract satisfies one or more of the above considerations, work with CCD to address the anticipated media and public interest before issuing your quotation/tender.

**Who can approve PCIA?**

|  |  |
| --- | --- |
| **EPV** | **Approving Authority** |
| Up to S$90,000 | Division Head, Chief Representatives and Selected Specialist Leaders |
| Any amount | Department Heads and above |

 |

 |
|  |
|  |
| Is the subject likely to generate media/public interest? |
|    |
| Is the EPV large enough to attract scrutiny? |
|    |
| What impact will the information in the quotation or tender have on the public/industry, and how significant is the impact? |
|  |
| Describe the impact and significance |
|  |
|  |
| Department’s overall assessment (If one or more of the checklist above are satisfied), please select “Refer to CCD” |
|    |
| **To be completed by CCD**Proceed to raise PR  Remarks (optional) |
|  |
|  |
| Name and designation of CCD officer |
|  |
|  |  |  |

|  |
| --- |
| **Requester’s Checklist** |
|  |
| There are funds provided for the procurement. The estimated procurement value (EPV) should be based on:* Multiplying the unit price by the quantity of the intended procurement
* Including any specified option clauses including contract options, possible extensions of contract and contingency orders
* Including all forms of remuneration including premiums, fees, and commissions but excluding GST (except for pay-and-claim items)
 |  |
| The need for the procurement is genuine: * Requirements meet the needs adequately and have not been over specified
* Alternatives have been considered and procurement has been assessed to be the way to go
 |  |
| The requirement for the procurement have not been unnecessarily split into multiple purchases to avoid procurement procedures |  |
|  |

|  |  |
| --- | --- |
| Prepared by | Chua Koh Beng |
|  |  |
| Reviewed by | Chua Yong Chin and Tay Choon Teck |
|  |  |
| With inputs from |  |
|  |  |
| CSD (Procurement) OIC *(for limited procurement only)* |  |



Note: Save in this format only for the **final** version to be submitted (as the macro buttons will no longer work)

**Annex A**

**Approving Authorities and Approving Limits**

1. **AOR**

|  |  |
| --- | --- |
| **Approving Authority** | **Approving Limits [EPV]** |
| Team Leads, Project Managers, Senior Officers based at MAS overseas offices (excluding Chief Representatives) | Up to S$6,000 |
| Division Heads, Chief Representatives, Selected Specialist Leaders | Up to S$90,000 |
| Department Heads  | Up to S$1 million |
| AMDs, Chief FinTech Officer (CFTO) | Up to S$3 million  |
| DMDs | Up to S$10 million |
| Managing Director (MD) | Any amount |

1. **Direct Contracting / Limited Procurement**

|  |  |
| --- | --- |
| **Approving Authority** | **Approving Limits [EPV]** |
| Department Heads | Up to S$1 million |
| AMDs/ Chief FinTech Officer (CFTO) | Up to S$3 million |
| DMDs | Up to S$10 million |
| MD | Any amount |

1. **Exercise of Options**

|  |  |
| --- | --- |
| **Approving Authority** | **Remarks** |
| Division Heads and above | For the exercise of options and use of contingencies that have been approved together with the award |

1. **Contract Variations/ Schedule of Rates**

|  |  |  |
| --- | --- | --- |
| **Increase in Approved Procurement Value (APV)** | **Changes to Scope in Original Contract** | **Approving Authority^** (according to the value of the contract variation) |
| Yes | Yes | AO(AOR) and QAA or relevant TAA\*For increase in APV of up to S$6,000, the AO(AOR) is the delegated QAA |
| Yes | No | QAA or relevant TAA\* The AO(AOR) shall support the submission. If the total APV (including the variation) exceeds the AO(AOR)'s threshold, departments shall seek approval for the AOR instead. The AO(AOR) will be based on the value of the incremental award sum. |
| No | Yes | Department Head and above |
| No | No |

\*CSD will prepare the award note with department’s inputs.

^Where there are multiple contract management activities being performed together, the approving authority (excluding QAA or TAA’s approval) should be based on the stricter of the contract management activities performed, irrespective of the net change in the approved procurement value.

1. **Contract Termination**

The AO(AOR) shall support the submission (the AO(AOR) should be based on the contract value). All contract terminations have to be approved by the original award approving authority (QAA or TAA).

CSD will prepare the award note with department’s inputs.

1. **Fixed Assets Write-off**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Endorsement Authority** | **Approving Authority** | **Where Fraud is Involved** | **Where Negligence is Involved** | **Where No Negligence is Involved** |
| DMDs/AMDs | MD | Any amount |
| DMD(CD) | Up to S$10,000 | Up to S$20,000 | Up to S$50,000 |
| Department Heads | AMD(FRCG) | NA | Up to S$5,000 | Up to S$20,000 |
| HOD(FD) | NA | NA | Up to S$5,000 |

\*Refer to [OPM 1-I-M - Fixed Assets](https://maspace.mas.gov.sg/sites/employeeresources/OPMS-Forms-and-Templates/Documents/OPM%201%20%28Finance%29/OPM%201%20Finance%20Manuals/1.%20OPM%201-I-M%20Fixed%20Assets.docx) paragraphs 1.40 to 1.42 for more details.

1. **Information Security Risk Assessment**

|  |  |
| --- | --- |
| **EPV** | **Approving Authority** |
| Up to S$90,000 | Division Head, Chief Representatives and Selected Specialist Leaders\*\*Where official information is involved, the Department Head shall be informed of the information security assessment.  |
| Any amount | Department Heads and above |

1. **Public Communications Impact Assessment**

|  |  |
| --- | --- |
| **EPV** | **Approving Authority** |
| Up to S$90,000 | Division Head, Chief Representatives and Selected Specialist Leaders |
| Any amount | Department Heads and above |

Return to [Main Page](#MainPage)

**Annex B**

**Considerations to justify purchase**

|  |  |
| --- | --- |
| **Category** | **Details** |
| * Cost Details
 | * Breakdown of total cost by:
* Item(s)
* Firm/optional requirements
* FY(s), if applicable
* Phases (if project is implemented in phases)
* Total project cost incurred to-date for completed phases, where applicable
* Provide justification on the contingency amount, if any.
 |
| * Cost Benefit Analysis
 | * Cost benefit analysis for the various options under consideration:
* Upgrading – is it more cost effective to purchase a new item and vice versa
* Service renewal – is scope of work still relevant; can service be performed in-house
* Rental of equipment/furniture – is it more cost efficient to buy the equipment/furniture and vice-versa
* Period contracts - will a longer term contract or lock-in rates for additional optional years be more cost efficient
* Maintenance contracts – consider the lifespan of the equipment, availability of 3rd party suppliers and future plans e.g. upgrading or refurbishment of equipment, which may affect the scope of the contract.
* Contract variation – is it more beneficial to vary the existing contract or establish a new contract
 |
| * Other considerations
 | * Future proofing – for multi-year contracts, provide for present and projected future requirements, bearing in mind technology obsolescence, potential increase in requirements etc.
* Cost recovery – consider cost recovery (e.g. Full or Partial recovery of total cost) for goods and services that benefit the public or financial institutions. Explain if there are no cost recovery plans.
* Outline key performance indicators (KPIs), service level agreements, milestones and progress payments schedule, if any. For business critical equipment or service, assess if there is a need for escalated service support to meet business continuity measures or standards.
* Environmental Sustainability Measures – Ensure compliance to mandatory energy efficiency requirements for purchase of new ICT office equipment, electrical appliances and printing paper. Refer to the [Finance Circular Minute](#FCM) ([FCM8/2016](https://intranet.mof.gov.sg/portal/IM/Circulars/MOF/Circular-Minutes/2016/Public-Sector-Taking-the-Lead-in-Environmental-%281%29.aspx) and [FCM14/2014](https://intranet.mof.gov.sg/portal/IM/Circulars/MOF/Circular-Minutes/2014/Public-Sector-Taking-the-Lead-in-Environmental-Sus.aspx)) for more details.
* Progressive Wage Model (PWM) – Ensure compliance to PWM requirements for the landscaping, cleaning and security services. Refer to the [Finance Circular Minute](#FCM) ([FC4/2016](https://intranet.mof.gov.sg/portal/IM/Circulars/MOF/Circulars/2016/Introduction-of-Progressive-Wage-Model-%28PWM%29-in-th.aspx) and [FCM4/2016](https://intranet.mof.gov.sg/portal/IM/Circulars/MOF/Circular-Minutes/2016/Introduction-of-Progressive-Wage-Model-%28PWM%29-in-th.aspx)) for more details.
* Design Services – Observe the best practices in [MOF’s advisory on design services](https://intranet.mof.gov.sg/portal/IM/Circulars/MOF/Advisory-Notes/2016/Advisory-Note-Guidelines-for-the-Procurement-of.aspx).
 |

**Consideration for Capital Expenditure**

|  |  |
| --- | --- |
| **Category** | **Details** |
| Cost and other details | * Development/One Time Capex
* Recurrent costs, such as maintenance
* Estimated system cutover date
* Additional contract resources, equipment to be purchased, and other incidental cost(s) to be incurred, if any
* For enhancement of an existing system, provide total system cost incurred to-date
 |
| Purchase of new systems / system upgrade/refresh | * Assess the necessity of the requirements (“must haves” vs “good to haves”)
* Provide the estimated useful life of the new system
* Consider a BPR (to identify and address any deficiencies, redundancies and inconsistencies of the existing processes, prior to the procurement/ development stage) to complement the implementation of any IT system. If assessed to be cost effective and efficient for the contractor to perform BPR, to include BPR services in the contract before finalising the system requirement.

If the purchase is to replace an existing system:* Assess the feasibility to enhance or modify the existing system to achieve a similar outcome and vice-versa
* Highlight operating cost savings from the replacement
* Compare cost to acquire/build the proposed system vis-à-vis the existing system or other comparable systems
* Include write-off cost for the old system (e.g. whether it will be terminated or used for other purposes)
 |

Return to [Main Page](#MainPage)

1. For statutory boards, a procurement will be considered as covered if it fulfils two conditions:

	1. For the period 1 January 2020 to 31 December 2021, the EPV of is above the threshold value of S$760,640 (the value is lower for Ministries); and
	2. The goods and services to be procured is committed under the agreements. [↑](#footnote-ref-1)
2. For statutory boards, a procurement will be considered as covered if it fulfils two conditions:

	1. For the period 1 January 2020 to 31 December 2021, the EPV of is above the threshold value of S$760,640 (the value is lower for Ministries); and
	2. The goods and services to be procured is committed under the agreements. [↑](#footnote-ref-2)
3. For statutory boards, a procurement will be considered as covered if it fulfils two conditions:

	1. For the period 1 January 2020 to 31 December 2021, the EPV of is above the threshold value of S$760,640 (the value is lower for Ministries); and
	2. The goods and services to be procured is committed under the agreements. [↑](#footnote-ref-3)
4. For statutory boards, a procurement will be considered as covered if it fulfils two conditions:

	1. For the period 1 January 2020 to 31 December 2021, the EPV of is above the threshold value of S$760,640 (the value is lower for Ministries); and
	2. The goods and services to be procured is committed under the agreements. [↑](#footnote-ref-4)
5. “Official information” refers to all information that MAS staff acquire (except that which is already openly or publicly available), generate or cause to be generated in the course of their duties. [↑](#footnote-ref-5)
6. Departments should exercise discretion in determining what kinds of new/undisclosed information are significant enough to be flagged. Open quotations or tenders of a clearly non-sensitive and operational nature, such as those for system maintenance, office supplies or cleaning services, etc. need not fall under this category, and should be indicated as ‘No’. [↑](#footnote-ref-6)