

Corruption Risks in Procurement

- ▲ Conflict of interest
- ▲ Biased specifications
- ▲ Leakage of sensitive information
- ▲ Favouritism in evaluating bids
- ▲ Lax supervision in contract administration

Integrity Management & Internal Control (Ch. 1 & 2)

- ✓ Integrity Management
- ✓ Policies & Guidelines
- ✓ Segregation of Duties
- ✓ Record-keeping & Security
- ✓ Monitoring Mechanism

CORRUPTION PREVENTION

TIPS

PROCUREMENT

Managing Suppliers List

- Maintain a centralised list of suppliers for frequently purchased goods/services
- Lay down and publicise the criteria and procedures for admission/deletion of suppliers on the list (Ch. 3.4)

Initiating Purchase Requisitions

- Raise purchase requisitions in writing and seek endorsement by a designated authority (Ch. 3.2)

Preparing Quotation/ Tender Documents & Inviting Bidders

- Draw up clear specifications based on the required functions/standards
- Provide the adequate and same information to all bidders to facilitate bid formulation
- Ensure that the listed suppliers are shortlisted in a fair manner (Ch. 3.3 & 3.5)

Processing Payments

- Process payment claims within the stipulated timeframe (Ch. 4.5)

Monitoring Suppliers' Performance

- Conduct periodic performance appraisal for suppliers
- Establish procedures to handle cases of unsatisfactory performance (Ch. 4.6)

CONTRACT ADMINISTRATION

Awarding Contract

- Award the contract to the successful bidder within a prescribed timeframe (Ch. 3.10)

Receiving, Opening & Evaluating Bids

- Put in place appropriate security measures
- Pre-determine the evaluation criteria (Ch. 3.7 & 3.8)

Receiving Goods/Services

- Require staff to check the quantity and quality of goods/services, and follow up for any deficiencies found (Ch. 4.2)

Managing Service Contracts

- Establish a monitoring mechanism
- Devise clear inspection guidelines and set out documentation requirements (Ch. 4.3)

Corruption Prevention **TIPS** on PROCUREMENT for Public Bodies

DIGITALISED

CORRUPTION PREVENTION FUNCTIONALITIES FOR PROCUREMENT

Data Capture & System Integration

- Auto-capture procurement data/information
- Integrate different computer systems to ensure seamless data flow and process alignment

Information Security

- Ensure a proper encryption on information and maintain audit trail for tracking access to it

System Control Environment (Ch. 5.2)

Procurement (Ch. 5.3)

Automation of Workflow

- Automate the workflow to guide staff through the whole procurement processes

Managing Suppliers List

- Leverage big data techniques to enrich the supplier database

Sourcing & Inviting Bidders

- Build in analytics tools to help identify, evaluate, and select the most suitable suppliers
- Invite/receive bids via computer systems with appropriate access control

Monitoring Mechanism

- Build in auto-alert functions for supervisory review, and adopt data analytics or visualisation tools to facilitate management oversight

Contract Administration (Ch. 5.4)

Managing Service Contracts

- Utilise mobile devices and technologies for inspections

Processing Payments

- Utilise robotic process automation to handle the repetitive tasks in payment processing

Monitoring Suppliers' Performance

- Automatically track suppliers' key performance indicators to monitor suppliers' performance



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For more information, please
refer to individual chapters of the
Corruption Prevention Guide on
Procurement for Public Bodies

