
 MINISTRY of HEALTH & MEDICAL SERVICES <i>Shaping Fiji's Health</i>	STANDARD OPERATING PROCEDURES	SOP #	FAM 01/2018
		Drafter :	DFAM
		Revision #	1 st Draft
SOP Title:	Minor Works	Implementation Date	01/08/2018
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SOP Owner:	Finance and Asset Management (FAM)	Approval	26/07/2018

STANDARD OPERATING PROCEDURE

Minor Works

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1.0 PURPOSE

The purpose of this Standard Operating Practice (SOP) is to provide guidance to Cost Centres on what processes to be followed in order to access central Minor Works funds from Ministry of Health and Medical Services (MoHMS) HQ Pool.

This document outlines the process and procedure from the initial stage when the Minor Works is identified until the funds are released and work is completed.

2.0 SCOPE


Minor works refers to small, relatively straight-forward construction **projects** required to renew or upgrade infrastructure to a useable standard. The Standard Operating Procedures (SOP) is for MoHMS owned properties/facilities (health facilities and quarters).

3.0 KNOWLEDGE & DEFINITIONS

3.1. The main purpose of this document is to:

- ❖ Provide guidance to Cost Centres so that processes and procedures for the release of Minor Works funding is done in accordance with the Procurement Regulations
- ❖ Ensure that the release of funds are done in a consistent method where all necessary requirements and documentation are affixed at the time of request for Minor Works funding
- ❖ Ensure timely release of funds
- ❖ Ensure timely execution of the Minor Works projects and
- ❖ Establish a reporting framework for successful completion of the Minor Works projects for both internal and external reporting

3.2. Any questions, concerns or suggestions regarding this SOP may be directed to the Director Finance and Asset Management (DFAM).

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3.3. This SOP does highlight the mandatory need for the procurement to be done from existing Government contracted suppliers (standing offer contracts) however, does not detail the procurement procedure.

4.0 RESPONSIBILITY

- 4.1. Since this is not a policy but a procedural document and it's just as important that the procedures are followed accordingly. The Cost Centre Heads are responsible for adhering to the processes and procedures outlined in this document and forwarding the necessary documents to Asset Management Unit (AMU).
- 4.2. It is the responsibility of the Cost Centre Head to liaise with the all stakeholders, as and when required
- 4.3. It is the responsibility of the AMU to ensure that all necessary information(s) of Cost Centres and documentation are in order, for release of funds and timely execution of works.

5.0 MINOR WORKS PROCESSES

- 5.1. The Cost Centres to prepare a **Minor Maintenance Plan (MMP)** before close of current financial year. The Minor Maintenance Plan should be prepared and prioritized on need basis. The MMP should be thoroughly consulted within the Hospitals and Divisions. The plan to be further agreed and endorsed by the Cost Centre Heads. MMP can be contracted out or done in-house.
- 5.2. The Minor Maintenance Plan should be more focused on improving the current infrastructure.
- 5.3. Fixture and fittings (change of tube lights, bulbs, tap, tap washers etc) to be solely handled by the Cost Centre from General Stores and Incidentals allocation
- 5.4. The Minor Maintenance Plan to be reviewed on a quarterly basis based on needs.
- 5.5. The MMP Plan Template is attached in Appendix A. The MMP should include :-

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No

Subdivision


- a. Name of Facility-
- b. Facility Level -(As per Role Delineation - Divisional Hospital, Levels 1 & 2 for Subdivisional hospitals or A,B & C for Health Centres
- c. Classification -(Urban-U, Peri-Urban-PU and Rural-R
- d. Location - (Lot No./Lease No. Road and Street details etc)
- e. Property Information
 - i. Date Built
 - ii. Floor Area (m²)
 - iii. Date & Details of Last Maintenance
 - iv. Cost of last Maintenance
- f. Inspection Date-Date of Inspection/Assessment of Maintenance Required
- g. Nature of Maintenance Required -(General, Electrical, Plumbing, Mechanical, etc)
- h. Detail Description/ Scope of Works Required -Details of Works Required including photographic Evidence of Works Required
- i. Scope-Attach any scope of work done (if Available)
- j. Special Need/Requirements for the Repair and Mtce-Note - not all requests will have a "Special Need" however suggest to include specific health standard needs Eg Benchtop for Lab should be waterproof surface
- k. Rank by Priority-High/Medium/Low

5.6. Endorsed plan to be submitted to Director Finance and Asset Management (DFAM) for recommendation to Permanent Secretary (PS) for final approval (before 31st July)

5.7. The approved minor maintenance plan is also forwarded to Asset Management Unit and Finance. This will assist both units in scrutinizing and disbursements of funds.

5.8. The execution and implementation of the works will be done by the Cost Centres.

5.9. Cost Centres as per the minor maintenance plan will prepare/develop a detail scope of work using **standard template for scope of works** as in Appendix B. The scope of work to be signed-off by the person preparing and the Head of the facility/Unit/Department where the work is scoped.

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5.10. The Cost Centre should determine the mode of procurement such as:

- 5.10.1. Request for Quotation (RFQ) or
- 5.10.2. Request for proposal (RFP)
- 5.10.3. Both should be within the Fiji Procurement Regulations


5.11. A **sample of the RFQ letter** is attached in Appendix C.

5.12. When sending RFQ or RFP letters by email to contractors; please **send individual emails and not to all at once.**

5.13. Upon close of RFQ :-

- a. the quotation box should be opened by three assigned officers (independent of the Evaluation team)
- b. All quotations received through email to be printed with email and submitted after closing to the assigned officers in a.
- c. The Quotation to be stamped “Received” in all the pages
- d. On the first page of the quotation, the three officers to write their name in full, initial and date and thereafter initial with dates in all pages of the quotation
- e. The entry of the quotations in the Register kept to be done as follows:-
 - i. RFQ No. and the description of the RFQ
 - ii. Name of individual bidders under the RFQ
 - iii. Beside the name of bidders the amount stated in the quote and
 - iv. Total number of page of the quote by bidder
- f. Register to be signed by the three assigned officers as in a.
- g. A copy of register extract to be attached together with the quotations as part of Evaluation

5.14. Any works where items/equipment required which are covered under existing Government contracted suppliers (standing offer contracts); procurement to be done from the contractors; however funding to be approved by Permanent Secretary.

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5.15. The Cost Centre Head to appoint the Chair for the Evaluation Committee for the respective procurement process (as per 5.10 above). The Chair to appoint members. The Evaluation team should consist for Chair and minimum of three members. A representative from the Facility/Unit/Department may be invited to be part of Evaluation committee depending on the nature of the works.

5.16. Respective Evaluation Committee to follow the due diligence process and relevant applicable Fiji Procurement guidelines and Policies as per **Evaluation Form attached** in Appendix D. **The Evaluation committee Chair and all members must make a written declaration that they don't have any links and affiliation with the bidders on the RFQ/RFP that they are appointed to evaluate.**

5.17. The criteria of evaluating will be into phases:-

- a. Administration/Technical and
- b. Price


5.18. After Evaluation a submission to be made to HQ requesting for approval. The submission should have the **checklist for Release of funds** filled and signed as in Appendix E. The submission to be sent and attention to DFAM. An email notification can also be sent informing of the submission sent.

5.19. The submission upon receipt by DFAM's Office will be forwarded to AMU for recording and vetting. After vetting and approval the submission, AMU will request Accounts (PAO) for issue of Purchase Order. **All purchase orders for minor works will be issued from HQ Accounts.**

5.20. AMU will be the coordinating unit with Cost Centres.

5.21. A routine/periodical inspection report to be submitted by Cost Centre to Head of AMU for progress updates.

5.22. Upon completion of the works, a joint inspection of works to be carried out by the Cost Centre Rep and Contractor and Facility/Unit/Department. AMU rep to be part of the joint inspection if required.

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5.23. A completion certificate/report to be issued and jointly signed by Cost Centre Rep, Facility/Unit/Department and Contractor. The completion certificate/report should be accompanied with photographic evidence of works completed.

5.24. Upon receipt of duly signed completion certificate/report inclusive of invoice of works completed; payment will be processed (within payment cycle period).

5.25. DFAM to be notified of any urgent works outside the maintenance plan within 24 hours upon identification of the problem. These works has to be approved by the Cost Centre Head prior to execution.

6.0 APPENDICES


6.1. Appendix A – Minor Works Maintenance Plan Template

6.2. Appendix B – Scope of Works Template

6.3. Appendix C – RFQ Format Letter

6.4. Appendix D – Evaluation Criteria/Form

6.5. Appendix E – Checklist for Release of Funds

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FLOWCHART

