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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF FINANCE
TASHICHHO DZONG



MoF/HRD/DNP/PPD/2011/7845

Date: 14th April 2011

OFFICE ORDER

Subject: **Establishment of GPPM Division in DNP**

As per the decision of the Lhengye Zhungtshog's 92nd meeting held on 24th February 2011, a Division titled "*Government Procurement and Property Management Division*" is hereby established within the Department of National Properties, Ministry of Finance. The Division shall replace the previous Property Division, and the functions of the Auction and Record sections under the Property Division will be merged with the new Division.

The Division will, among others, conduct research in procurements of the Government, explore ways to introduce more efficient procurement methods, and where necessary standardize goods/services. It will also undertake central procurement of widely-used goods, either by itself or through other specialized agencies of the Government, and, where relevant, procure directly from manufacturers.

The Division shall comprise of a Division Head, a Research Unit of 2 officers, a Central Procurement Unit of 2 officers, and the currently existing Auction and Record Section.

The general terms of reference of the Division is attached herewith.

Wangdi Norbu
Finance Minister

Cc:

1. The Secretary, Lhengye Zhungtshog;
2. The Chairman, RCSC, Thimphu;
3. All Ministries and Government Agencies;
4. The Director General, Department of National Property, Ministry of Finance.



Terms of Reference for Government Procurement and Property Management Division, Department of National Property, Ministry of Finance.

The existing Property Division with Auction Section and Records Section under the Department of National Property, renamed as the *Government Procurement and Property Management Division*, shall have the following responsibilities:

1. Conduct research in Government procurement of goods and services. Research, among others, shall be in the following areas:
 - a) Best practices in cost-effective and efficient procurement methods;
 - b) Prices and availability of goods widely procured by the Government in the local market and international market;
 - c) Current/past consumption pattern and projection of future requirement.
2. Report the research results periodically to the Ministry and submit proposals for improving efficiency in Government Procurement;
3. Study the laws and regulations related to procurement and make recommendations when necessary to the Public Procurement and Policy Division for improvement of respective laws and regulations.
4. Study the annual procurement budget of the government agencies and look into possibilities of central procurement;
5. Recommend Consolidation, Centralization and Standardization wherever feasible to optimize costs without inconveniencing the user agencies;
6. Advise Government agencies when necessary or when sought in matters of procurements strategies;
7. Deal with regulations regarding Government properties with regard to record keeping, use, maintenance and disposal;
8. Initiate and implement a web-based system for the Central Inventory of all Government properties, capturing stock, specification, issue, cost and use of

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Ministry of Finance

the properties among others, so as to facilitate research and also ensure the proper accounting of Government assets;

9. Conduct or co-ordinate disposal of Government properties through public auction or other appropriate means as per regulation.

