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# Research of the Best Practices of Access to Public Information

## Competition and State Procurement Agency

*Georgia, United Kingdom (Scotland), United States of America,  
Estonia – Comparative Analysis*

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**Editor:** Levan Avalishvili

The research was carried out by the Institute for Development of Freedom of Information (IDFI) within the framework of the United States Agency for International Development (USAID) Program “Good Governance in Georgia (G-3)”.

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## Introduction

The following study is comparative analysis of Georgian and international legislation the United Kingdom (Scotland), the United States of America, Estonia prepared within the framework of a project – **“Research on the Effectiveness of the FOIA Provisions in Georgia”**, implemented by the Institute for Development of Freedom of Information (IDFI).

The project **“Research on the Effectiveness of the FOIA Provisions in Georgia”** was implemented by IDFI (March-May, 2012) under the **Good Governance in Georgia Program (G3)** of the United States Agency for International Development (USAID).

The goal of the project was to increase the level of transparency and effective governance of the administrative organs (**the Ministry of Justice, Civil Service Bureau, the Competition and State Procurement Agency, Chamber of Control of Georgia, Government of the Autonomous Republic of Ajara**) through studying the best international practice of access to information and overcoming shortcomings in this sphere.

Main objective of the project - **“Research on the Effectiveness of the FOIA Provisions in Georgia”** is increasing of accountability and transparency of the public sector of Georgia, by studying the best international practice of the access to the public information and implementation of the recommendations based on the research. For achieving of the mentioned objective several tasks were set.

First of all, it was important to study the content and the form of placement of public information released on the electronic resources of the public institutions. Several Georgian target institutions were chosen-**the Ministry of Justice, the bureau of public service, the State Procurement Agency, the Chamber of Control of Georgia, the Government of Ajara Autonomous Republic, the Ministry of Finance and Economy of Ajara Autonomous Republic, the Ministry of Labour, Health and Social Care of Ajara Autonomous Republic, the Ministry of Education, Culture and Sports of Ajara Autonomous Republic, the Ministry of Agriculture of Ajara Autonomous Republic.**

At the same time, research of the best international practice of public information access was stressed within the framework of the project. For this purpose the foreign state institutions identical to those Georgian target institutions were used. Namely, the countries which have

the best practice of proactive publication were emphasized: the United States of America, the United Kingdom/Scotland and Estonia.

While studying the international practice an important modern tendency was revealed. For ensuring the transparency and accountability of their activities, the public institutions make accessible information interesting for the public in the proactive mode. Development of information technologies enabled them make information about their activities more accessible by publishing different reports, data and information at the official web-pages, which is the most important component of establishment of efficient communication with the public and increasing of confidence towards the public institutions. The mentioned trend is already a usual tradition at the international level. Moreover, in some countries, it is already regulated at the legislative level.

The research reveals that availability of the following information at the official web-page is important for all institutions:

- Detailed information about the management board;
- General contact information;
- Description of the structure and activities of the agency;
- Strategic and action plans;
- Projects and programs;
- Quarterly and annual reports/audits of the activities;
- Legislative acts;
- Consultations for physical and legal persons;
- Access to public information and detailed description of the request procedure;
- Documents proactively published by the institution;
- Detailed information about the financial activities of the agency, budget;
- Transparency of the administrative expenses;
- Available statistic data;
- General information about activities of the agency and so on;

The competence of the agencies themselves must be taken into account and proceeding from this fact, availability of specific statements and documents placed at the web-page. Placement of the mentioned information at the web-page and, what is more important, qualitative and complete publishing of the presented material, is the main basis for accountability, openness and transparency of the public agency.

The methodology of the research consisted of three main components:



- Research of the practice of proactive publication by the target administrative agencies based on the analysis of the public information;
- Study of the official web-pages of the international government institutions for revealing of the best examples of proactive publication of information;
- Development of recommendations package with the objective of increasing the electronic transparency of Georgian public area;

## Procurement agency

### Introduction

One of the objects of the research was the official web-page of the Competition and State Procurement Agency of Georgia. With the objective of development of recommendations about its services and additional functions, the structural units in Estonia, Great Britain and the United States of America implementing the functions falling under the competence of the Competence and State Procurement Agency were chosen. It must be noted, that in the mentioned countries there is no ministry which is identical to the Georgian public institution. Instead, the procurement policy is managed by some division of an agency or a public structure. For example, in Estonia the agency supervising procurement, different state agreements and contracts is subordinated to the Ministry of Finance. Despite this fact, the attention during the research was emphasized on the measures and published information within its competence.

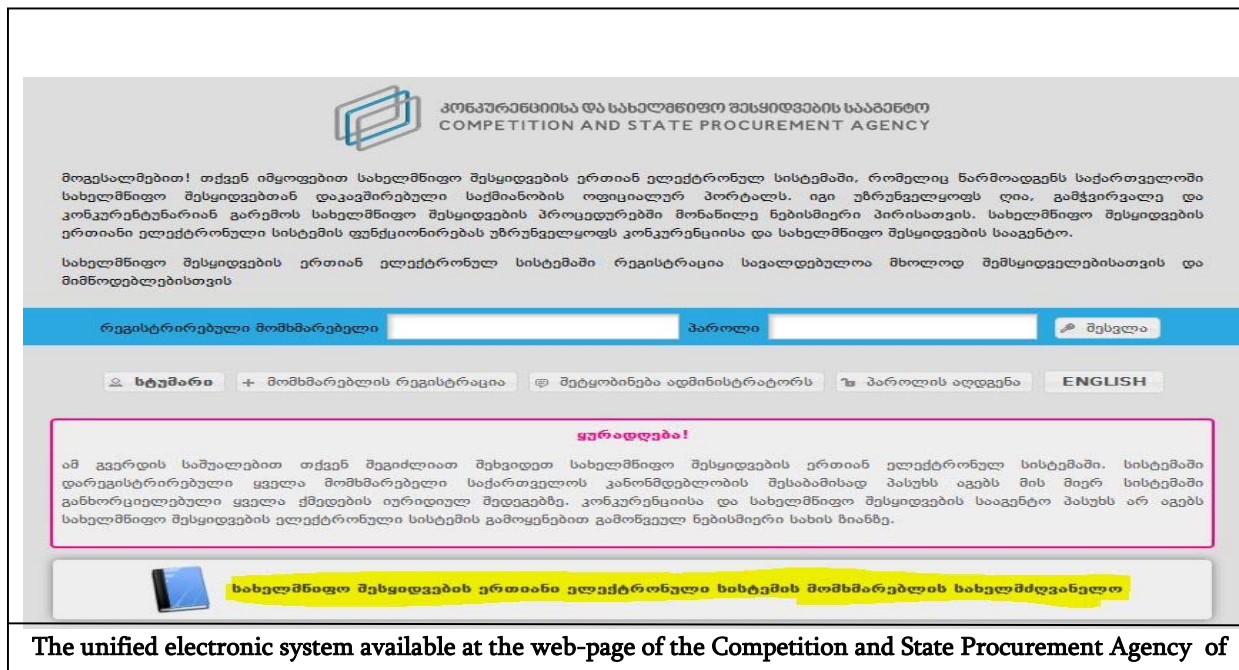
As a result, while making recommendations to the mentioned institutions the research group worked out the following approach: while making recommendations about electronic access to the information, implementation of which will apply equally to all institutions (for example, budget performance report, annual report, access to public information and so on), the examples of other institutions were taken into account. Detailed information about them can be found in the research, in the analysis of these issues, intended for other institutions. As to the analysis and recommendations of the specific obligations of the agency itself, the services related to procurement are emphasized in this chapter.

### 1. Information about activities of the public institution in the area of main competence (electronic system of tenders and procurement)

Placement of information related to tenders, different competitions and services related to procurement at the web-page of the public agency, responsible for public procurement is very

important. Moreover, the development of modern technologies promotes the formation of online platform of different types of services.

The unified electronic system of public procurement is placed at the web-page of the Competition and State Procurement Agency of Georgia. At the mentioned portal information about the tender can be found by indicating the tender number, the buyer, the supplier, the tender status, the tender type, the procurement category and/or the code of classification. In addition, the customer can receive information about the needed tender and procurement in the online mode. For the objective of better understanding of all this and easy mastering of the implemented portal, there is a user manual of the unified electronic system of the public procurement.



Despite the transparent format of the Georgian State Procurement system, it is important to share the relevant experience of Estonia, Great Britain and the United States of America for development of additional functions and services.

Detailed legislative information about the procurement, rules of procurement, different forms, information related to special procedure/regulation, guidelines, databases, reference manuals are available at the web-page ([www.acquisition.gov](http://www.acquisition.gov)) created for unification of the procedure of procurement in the United States.

# Federal Acquisition Regulation (FAR)

FAR Reissue 2005 - PDF VOL 1  
(For Printing Purposes Only)

FAR Reissue 2005 - PDF VOL 2  
(For Printing Purposes Only)

*All PDF Files Require [Adobe Acrobat 7.0](#)*

## Current FAR

Includes amendments thru FAC 2005-59, effective May 15, 2012 (Note: FAR amendments are updated on their effective dates.)

HTML Format
PDF Format
FrameMaker - Zipped
FAR Matrix - HTML
FAR Matrix - PDF
FAR Index - PDF
Appendix

## FAR Documents

Proposed Rules
Public Comments
FACs - Looseleaf
FACs - Federal Register
Small Entity Compliance Guides

## FAR Reference

FAR (Archived) - HTML
FAR (Archived) - PDF
GSA Forms Library
FAR - Zipped
Search the FAR

## Other Information

Subscribe to Acquisition News
Frequently Asked Questions
Authority of the FAR
FAR Drafting Guide
GSAM

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## The unified web-resource of the Federal Procurement of the USA

The web portal provides access to different electronic resources. For example, you can move to the web-page of the federal register which contains rules published by the institution, declarations, orders of the executive authorities, signed agreements, contracts.

## FEDERAL REGISTER



Published by the Office of the Federal Register, National Archives and Records Administration (NARA), the Federal Register is the official daily publication for rules, proposed rules, and notices of Federal agencies and organizations, as well as executive orders and other presidential documents. [About the Federal Register.](#)

[Today's Issue of the Federal Register](#)

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[January](#)

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#### Notices

Cooperative Conservation Partnership Initiative and Wetlands Reserve Enhancement Program  
*Pages 73 - 79 [FR DOC # 2011-33692]*

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[Federal Aviation Administration](#)

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[Federal Energy Regulatory Commission](#)

[Federal Railroad Administration](#)

[Federal Reserve System](#)

[Fish and Wildlife Service](#)

The system of search of the required document according to the date and agencies, at the web-page of the federal register of the USA.

The US federal procurement data system can be considered one of the most important systems in terms of procurement- Federal Procurement Data System - Next Generation (www.fpds.gov). Proceeding from the scale of financial assets accumulated in the sector of public procurement of the United States, the mentioned system can be deemed to be one of the best electronic resources by the abundance of information and its availability. Multifunctional search system enables an unregistered user to easily search information related to federal procurement. Information about procurement can be found according to the procuring public organization, as well as according to the contractor organization. The search

is simplified by other functional components of the system. For example, the results of the search can be filtered according to the date of signing the agreement, type of the agreement, identification number, location, mailing address and other categories.

Sort By

This section allows the user to sort the existing list of contracts by various fields within the contract. For example you can sort the existing list of contracts by Date Signed or Contract Type. Click on the appropriate field to Sort By. Only one Sort can be conducted at a time.

Sort Order: Descending

[Relevance](#)

[Contract Type](#)

[Agency Code](#)

[Agency Full Name](#)

**[Date Signed](#)**

[Contracting Agency ID](#)

[Contracting Agency Name](#)

[Department Full Name](#)

[Action Obligation \(\\$\)](#)

[NAICS](#)

[PSC](#)

[Vendor State](#)

[Vendor ZIP Code](#)

[PoP Country Name](#)

[PoP State Name](#)

[Local Area Set Aside](#)

[Treasury Account Symbol](#)

[Non-Government Dollars](#)

Search criteria of the data system of the USA federal procurement

The system contains hundreds of thousands of electronic records made about the federal procurements. In fact, the database represents and electronic archive of the procurement.



Contracts ICD Recovery																																																										
Result Page: 1 2 3 4 5 6 7 8 9 10 Next																																																										
PDF																																																										
<b>Top 10: Department Full Name</b> DEPT OF DEFENSE (115823) NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (6575) ENVIRONMENTAL PROTECTION AGENCY (1853) HOMELAND SECURITY, DEPARTMENT OF (823) GENERAL SERVICES ADMINISTRATION (598) TRANSPORTATION, DEPARTMENT OF (548) HOUSING AND URBAN DEVELOPMENT, DEPARTMENT OF (498) JUSTICE, DEPARTMENT OF (329) COMMERCE, DEPARTMENT OF (319) INTERIOR, DEPARTMENT OF THE (250)	<b>List Of Contract Actions Matching Your Criteria</b> <b>Results 1 - 30 of 128469 as of May 25, 2012 7:47:10 AM</b>																																																									
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**The US federal procurement data system-information about procurement implemented in 1977**

The digital format of information placed in the system provides the possibility of automatic processing of data, which simplifies reporting and can be considered an important factor in terms of rational involvement of human resources.

New Save Draft Validate Approve Correct Modify Save Template Delete Print Help			
<b>Transaction Information</b>			
Award Type:	Purchase Order	Prepared Date:	05/24/2012 15:04:01
Award Status:	Final	Prepared User:	DENA.GROSE@NOAA.GOV
		Last Modified Date:	05/24/2012 15:08:11
		Last Modified User:	DENA.GROSE@NOAA.GOV
<b>Document Information</b>			
Award ID:	1330	Procurement Identifier	DOCWE133R11SE0465
Referenced IDV ID:		Modification No	M0001
Reason For Modification:	CHANGE ORDER	Trans No	0
Solicitation ID:			
Treasury Account Symbol:	13 1450	Agency Main Sub Identifier Account Account	Initiative
			Select One
<b>Dates</b>		<b>Amounts</b>	
Date Signed (mm/dd/yyyy) :	05/24/2012	Current Total	
Effective Date (mm/dd/yyyy) :	05/24/2012	Action Obligation:	-\$7,672.92 \$42,327.08
Completion Date (mm/dd/yyyy) :	12/31/2011	Base And Exercised Options Value:	-\$7,672.92 \$42,327.08
Est. Ultimate Completion Date (mm/dd/yyyy) :	05/24/2012	Base And All Options Value:	-\$7,672.92 \$42,327.08
		Fee Paid for Use of IDV:	\$0.00
<b>Purchaser Information</b>			
Contracting Office Agency ID:	1330	Contracting Office Agency Name:	NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
Contracting Office ID:	WE133R	Contracting Office Name:	WESTERN FIELD DELEGATES OAR
Funding Agency ID:	1330	Funding Agency Name:	NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
Funding Office ID:	NR	Funding Office Name:	OCEANIC AND ATMOSPHERIC RESEARCH (OAR)
Foreign Funding:	Not Applicable		
<b>Contractor Information</b>			

### The system of federal procurement of the USA-information about one of the procurements

The electronic resource also contains reports related to the federal procurement. The reports available about procurement performed within the framework of a specific state program can be considered an interesting practice. For example, the report of the procurement

implemented within the framework of Haiti earthquake victims support program contains the detailed information about the procuring state organizations, finances, contractors, purposes of procurement.

Haiti Earthquake Contract Actions As of 05/10/2012 09:24 AM EST									
The following data was obtained from FPDS-IG. We believe it represents a portion of the work that has been awarded to date. Many contracting offices supporting Haiti Earthquake particularly those relocated to the disaster recovery area, do not have access to their normal contract writing systems and thus have not been able to populate FPDS-IG contemporaneously with the contract awards they have made. Others have not had time to enter data due to the tempo of operations. It is impossible to estimate the impact this may have on the total numbers. As the operations tempo slows we expect that the data will be entered and thus the accuracy in terms of total contracts awarded, and dollars obligated, will increase.									
AWARD OR IDV	DEPARTMENT NAME	CONTRACTING AGENCY NAME	CONTRACTING AGENCY CODE	PIID	MODIFICATION NUMBER	IDV AGENCY CODE	IDV PIID	DATE SIGNED	EFFECTIVE DATE
AWARD	VETERANS AFFAIRS, DEPARTMENT OF	VETERANS AFFAIRS, DEPARTMENT OF	9800	VA508A0308	0			21.08.2010	21.08.2010
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTIAS11C10012	2	9808	DTMA8C05011	14.09.2010	14.09.2010
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTIAS11C10008	1	9808	DTMA8C05011	28.01.2010	28.01.2010
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTIAS06S10024	2	9808	DTMA8C05006	28.07.2010	28.07.2010
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTIAS06S10028	0	9808	DTMA8C05006	22.01.2010	22.01.2010
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTIAS11C10009	1	9808	DTMA8C05011	28.01.2010	28.01.2010
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTIAS06S10028	1	9808	DTMA8C05006	03.03.2010	03.03.2010
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTIAS11C10012	1	9808	DTMA8C05011	06.03.2010	06.03.2010
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTIAS06S10023	0	9808	DTMA8C05006	16.01.2010	16.01.2010
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTIAS11C10011	1	9808	DTMA8C05011	28.01.2010	28.01.2010
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTIAS11C10009	0	9808	DTMA8C05011	22.01.2010	25.01.2010
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTIAS11C10012	0	9808	DTMA8C05011	25.01.2010	25.01.2010
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTIAS06S10024	0	9808	DTMA8C05006	18.01.2010	17.01.2010
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTIAS11C10010	0	9808	DTMA8C05011	22.01.2010	25.01.2010
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTODI02S10011	0	9808	DTMA8C05020	29.03.2010	29.03.2010
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTIAS06S10024	1	9808	DTMA8C05006	27.06.2010	27.06.2010
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTCLS19S10011	1	9808	DTDTMA8C05019	30.03.2011	30.03.2011
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTIAS11C10010	1	9808	DTMA8C05011	28.01.2010	28.01.2010
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTIAS11C10002	3	9808	DTMA8C05011	27.01.2010	27.01.2010
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTIAS11C10008	3	9808	DTMA8C05011	23.06.2011	23.06.2011
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTIAS06S10027	0	9808	DTMA8C05006	22.01.2010	22.01.2010
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTIAS06S10028	0	9808	DTMA8C05006	22.01.2010	22.01.2010
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTIAS06S10003	2	9808	DTMA8C05006	03.03.2010	03.03.2010
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTIAS06S10028	1	9808	DTMA8C05006	02.04.2010	02.04.2010
AWARD	TRANSPORTATION, DEPARTMENT OF	MARITIME ADMINISTRATION	9808	DTIAS11C10008	12	9808	DTMA8C05011	18.03.2010	18.03.2010
The system of federal procurement of the USA –the database system of procurement-the report of procurement implemented within the framework of Haiti aid program									

As the web-page defines, the Federal Procurement Data reports can be used for geographic and market analysis, as well as in the socio - economic or business sectors to check the effectiveness of the implementation of initiatives of the Congress and the President.

At the web-page of the Ministry of Finance of Estonia ([www.fin.ee](http://www.fin.ee)) the section allocated for electronic portal of the public procurement (<https://riigihanked.riik.ee>) contains the information about electronic register of the public procurement. The following types of services are available at the mentioned resource:

1. **Current tenders**-is classified according to three categories (goods, services and work), which simplifies search of the required information for the user;



### Classification of the tenders by categories at the web-page of public procurement of Estonia

2. **Search system**—contains the search system of procurement, complaints and statistics. The required information can be obtained by indication of the number of the application/contract, its content, period, title and responsible agency;

3. **Information dissemination**—the portal contains the news block, researches, articles, interviews, press releases about public procurement;



## Articles

(not yet in English)

[Peedu: korraliku riigihanke aluseks on pädevad partnerid](#) A. Peedu. Äripäev. 29.11.20011

[Analüüs: riigihangete seaduse rakendamine peab paranema](#) A. Peedu. Äripäev. 04.11.2011

[Kaja Kallas: Euroopa käsulaudu kirjutame me ise](#). Postimees. 14.07.2011

[Marko Mehilane: Kas riigihangete "registreeringujaht" on läbi?](#) www.ehitusuudised.ee. 11.05.2011.

[Carri Ginter: presidendi põhjendamatu rünnak](#) Postimees. 01.04.2011.

## Intervjuud

(not yet in English)

[Kuku raadio Majandusruum 3.03.2012](#) Kui mõistlik on riigihangete tänane korraldus ning mida seal muuta võiks, sellest räägime seekordses Majandusruumis rahandusministeeriumi asekanstleri Agris Peedu ja hankeconsultandi Jarlo Dorbekuga. Saatejuht on Hindrek Riikoja.

[Vikerraadio Uudis+ 26.05.2011](#) Studios on advokaat Carry Ginter ja Rahandusministeeriumi riigihangete ja riigiabi osakonna juhataja Agris Peedu.

[Vikerraadio Reporteritund 24.03.2011. Riigihanked.](#) Reporteritunni külalised on vandeadvokaat Arne Ots ja Rahandusministeeriumi riigihangete ja riigiabi osakonna juhataja Agris Peedu.

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News about procurement available at the web-page of public procurement of Estonia

4. **The guide-book of electronic service implemented for the citizens**-the guide-books of procurement and tenders are presented, information about the electronic auction and services received through simplified procedures. The mentioned rules and main principles are explained with the help of video clips, which helps the user to easily perceive the services available at the electronic resource. Standard forms required for filling out the tender applications are available here.

[Log-in](#)

### User guides

- Public procedure
- Restricted procedure
- Negotiated procedure with tender notice
- Negotiated procedure without tender notice
- Competitive dialogue
- Simplified procedure
- Services purchased by simplified procedure
- E-auction
- Mini-competition by framework agreement

### Terms of use

## User guides

The easiest way to learn about the E-procurement environment is to watch video guides and read the user manual (available only in Estonian). For Contracting Authorities there are also brief instructions about the procurement procedures at the right side of the page (available only in Estonian).

### Video guides

Tenderers, please watch the following videos:

- Video about tenderers participation in e-Auction: *E-oksjon pakkuja vaates.swf*
- Video about submitting e-Tender: *Pakkumuse esitamine.swf*
- Video about submitting e-Application in the negotiated procedures: *Taotluste esitamine 2-etapilises hankes.swf*

Name	Size
<a href="#">E-oksjon hankija vaates.swf</a>	<a href="#">3.375.1k</a>
<a href="#">E-oksjon pakkuja vaates.swf</a>	<a href="#">1.951.1k</a>
<a href="#">Hanke ettevalmistamine.swf</a>	<a href="#">1.433.7k</a>
<a href="#">Hanke ettevalmistamine 2-etapilises hankes.swf</a>	<a href="#">1.364.9k</a>
<a href="#">Lepingu lisamine ja aruande esitamine.swf</a>	<a href="#">1.904.8k</a>
<a href="#">Pakkumuse esitamine.swf</a>	<a href="#">1.164.0k</a>
<a href="#">Pakkumuste avamine ja hindamine.swf</a>	<a href="#">2.307.3k</a>
<a href="#">Taotluste esitamine 2-etapilises hankes.swf</a>	<a href="#">946.3k</a>
<a href="#">Taotluste avamine 2-etapilises hankes.swf</a>	<a href="#">987.1k</a>

## Manuals and forms for filling in the tender notice

Available only in Estonian. In case of questions please don't hesitate to contact Helpdesk via e-mail [register@riigihanked.riik.ee](mailto:register@riigihanked.riik.ee)





Name	Size
<a href="#">Hanketeate standardvorm TV02.rtf</a>	<a href="#">1.350.5k</a>
<a href="#">Hanketeate standardvorm TV05.rtf</a>	<a href="#">1.164.7k</a>
<a href="#">Riigihanke aruande lisa standardvorm.rtf</a>	<a href="#">168.6k</a>
<a href="#">Riigihanke aruande standardvorm TV15.rtf</a>	<a href="#">957.3k</a>
<a href="#">Teadete täitmise stiilinõuded.pdf</a>	<a href="#">35.7k</a>

- Statistical research**—the annual report of the agreements signed with regard to different services and procurement of goods;

## Statistical surveys on public procurement

Procurement Directive, Member States shall submit to the Commission by 31 October statistical report on procurement, on the State last year, signed by the vendors of goods, services and works contracts.

The same data base is the Ministry of Finance and Procurement Procurement State Department prepared the following statistical statements. Current vendors conducted by Statistics Estonia on public procurement is available to anyone who requests it constantly Procurement Registry statistics section.

Name	Size
 <a href="#">Statistical overview of the 2007th the kohta.pdf</a>	<a href="#">114.3k</a>
 <a href="#">Statistical overview of the 2008th the kohta.pdf</a>	<a href="#">276.6k</a>
 <a href="#">Statistical overview of the 2009th the kohta.pdf</a>	<a href="#">201.4k</a>
 <a href="#">Statistical overview of the 2010th the kohta.pdf</a>	<a href="#">411.8k</a>

**Statistic research related to procurement at the web-page of public procurement of Estonia**

6. **Research**-along with services published and implemented within the procurement policy, the web-page contains evaluation and analysis of measures implemented by the state in this direction.

## Analysis of the Public Procurement Act

From 2011. Ministry of Finance began a summer of public procurement and the State Department analysis of public procurement activities. Its called life, in particular the need for more uniform interpretation of the Public Procurement Act. The goal is to make the conduct of government procurement practices, and homogeneous quality. For studies in the Public Procurement Act is a big help in identifying the possible need for changes.

2011th The analysis of such subcontractors, tax, simplified on-demand services, vendor, and the concept of innovation themes. Questions and suggestions, please contact the Department of Procurement and State Aid Advisor Marilyn Mihkelson each ` ( [@marilin.mihkelson@fin.ee](mailto:@marilin.mihkelson@fin.ee) ).

### Completed an analysis of

Name	Size
 <a href="#">Regulation of subcontracting RHSis.pdf</a>	<a href="#">306.7k</a>
 <a href="#">In a simplified service tellimine.pdf</a> (Revised 16/12/2011)	<a href="#">228.1k</a>
 <a href="#">Implementation of negotiated procurement procedures alused.pdf</a> (Advanced 12/15/2011)	<a href="#">230.4k</a>
 <a href="#">Tax liabilities Procurement seaduses.pdf</a>	<a href="#">346.2k</a>

**Reports related to the procurement policy available at the web-page of public procurement of Estonia**

7. **Submission of complaints and review of disputes**-contains information about procedures of claims and dispute reviews, policy of filling out the applications and contact details;

### Protest and redress procedure for submitting applications

1) A protest must be received at the protest within seven working days after the date the appellant knew or should have become aware of their rights infringement and damage to the interests, but not after the award. A protest against the procurement source document must be received no later than three working days before participation in tender procedures, requests for bids, requests for concept proposals and concessions on the closing date.

- PPA § 117, paragraph 2 'protest filed under section 1 of the protest must be received within seven working days after the announcement of a voluntary registry.
- PPA § 117, paragraph 2 'under section 2 of the protest to the protest may be filed within 30 days of the publication of a report of public record.
- PPA § 117, paragraph 2 'under section 3 of the protest to the protest may be filed within six months after the award of the contract.

2) The protest shall be submitted to the protest in writing and must contain:

- the challenger's name, address and other contact information;
- vendor name, address and other contact information;
- subject of the protest, the conflict between the provisions of this Act and the reasons why the appellant should be your infringement or interests;
- clearly expressed request of the appellant;
- The list of documents annexed to the protest.

3) A person filing a protest to the protest adds to the information available on procurement in relation to which the protest is submitted.

4) A protest and accompanying documents shall be submitted in Estonian.

5) may protest the application for compensation filed within one year award of the contract made. Appeal committee will review the application for compensation within a reasonable time, otherwise the damages for review of a protest review thereof.

PPA § 118, paid in protest of a protest and request state compensation [Fees Act \(SFA\)](#), the procedure laid down. Public protest filing state fee (RLS § 242):

- 838.11 euros (10,000 euros), the procurement cost is likely lower than the international value;
- 1,278.23 euros (20,000 euros), the estimated procurement value is equal to or exceeds the international threshold;
- Request for damages extent that § 56 state fee rate provided in paragraph 11.

The state fee shall be the Ministry of Finance's bank account:

- SEB - a / c 10220034798011 (IBAN GB 89 1010 2200 3479 8011) or
- Swedbank - a / c 221023778606 (IBAN EE93 2200 2210 2377 8606) or
- Danske Bank A / S Estonian branch - a / c 333416110002 (IBAN GB 40 3300 3334 1611 0002) or
- Norddea Bank Estonia Branch - a / c 17001577198 (IBAN GB 7000 1700 1577 701 198).

The payment order shall state the reference number: 2800082128

### Contact details of the protest:

Triin Viilman, tel 611 3711  
 Triin Loosaar, tel 611 3713  
 Fax: 611 3760  
 E-mail: [valko@fin.ee](mailto:valko@fin.ee)  
 Address: Church 2, 10130 Tallinn.

**Information available at the web-page of public procurement of Estonia about submission of complaints and review of disputes**

7. **Frequently asked questions**-contains federal terminology and detailed explanation of procedures for better perceiving of the services available at the web-page. This will increase the quality of communication between the citizens and the public institution.



## Frequently Asked Questions

Defining Contracting Authority  
Tenderer  
Thresholds and estimated value  
Obligations for below national threshold\*  
Services purchased by simplified procedure  
Open and restricted procedure  
Negotiated procedure with prior publication of tender notice  
Negotiated procedure without prior publication of tender notice  
Competitive dialogue  
Design contest  
Exceptions  
Tender documents (technical specifications)  
Hankeping  
Raamleping\*  
Hankemenetlusest kõrvaldamise alused\*  
Verification of qualification  
Tender\*  
Voluntary notice  
Grounds for termination  
Time limits

## KKK

Rahandusministeeriumi riigihangete ja riigiabi osakond teostab riigihangete seaduse rakendamise küsimustes nõustamisfunktsiooni, mille tulemusena on valminud loetelu enim esitatud küsimustest ja neile antud vastustest (Korduma Kippuvad Küsimused ehk KKK). Vastavalt nõustamispraktikale täiendatakse KKK rubriiki iga kuu esimesel nädalal.

Soovitame enne nõustamisprõngu esitamist tutvuda KKK rubriigiga, mis on kättesaadav lehekülje vasakul teemade kaupa.

Viimati (9.05.2012) uuendatud teemad on tähistatud tärniga\*.



The sections allocated for the frequently asked questions at the web-page of public procurement of Estonia

8. **Training**-along with different documents, statistic data and services related to procurement, the web-page contains information about trainings conducted and planned with regard to the mentioned issue, time of conduct. The same section contains the training materials and contact details of the trainers.

**Training materials**  
**Trainers**  
**Seminar "Procurements and fair trade"**

## Koolitused

**E-riigihangete keskkonna kasutajakoolitused 2012. aastal:**

E-riigihangete keskkonna tasuta kasutajakoolitused toimuvad igakuiselt Rahandusministeeriumi arvutiklassis, mis mahutab kuni 12 osalejat. Koolitusel osalemise eelduseks on ID-kaardi (Mobili ID) ning PIN 1 ja 2 olemasolu.

Koolitused on jagatud kaheks mooduliks:

- Hankija moodul, mis toimub kaks korda kuus kell 9:30-12:00;
- Pakkuja moodul, mis toimub üle kuu kell 10:00-12:00.

**HANKIJA MOODUL**  
E-riigihangete keskkonna lühitutvustus, hankija funktsionaalsused, avatud hankemenetlusega e-menetluse ettevalmistamine (hanketeade, hanke tingimused), pakkumuse esitamine, pakkumuste e-menetlemine (teabevahetus, avamine, hindamine), aruande ja lisa esitamine.

**PAKKUJA MOODUL**  
E-riigihangete keskkonna lühitutvustus, pakkuja funktsionaalsused, info leidmine ja tellimine, registreerumine, teabevahetus, e-pakkumuse koostamine.

Koolitusmoodul	Kuupäev	Registreerumine	Märkused
HANKIJA MOODUL	7.02.2012	REGISTREERU	Kohad täitunud
HANKIJA MOODUL	8.02.2012	REGISTREERU	Kohad täitunud
PAKKUJA MOODUL	9.02.2012	REGISTREERU	Kohad täitunud
HANKIJA MOODUL	6.03.2012	REGISTREERU	Kohad täitunud
HANKIJA MOODUL	7.03.2012	REGISTREERU	Kohad täitunud
HANKIJA MOODUL	3.04.2012	REGISTREERU	Kohad täitunud
HANKIJA MOODUL	4.04.2012	REGISTREERU	Kohad täitunud
PAKKUJA MOODUL	5.04.2012	REGISTREERU	Kohad täitunud
HANKIJA MOODUL	8.05.2012	REGISTREERU	Kohad täitunud

**Information available about trainings at the web-page of public procurement of Estonia**

9. **Forum**-there is a forum page at the electronic portal of procurement, which is the efficient means of exchange of opinion among users, identification of problems they face, bilateral communication and general reporting.



**E-PROCUREMENT ESTONIA** Portal Procurement Register

Home News Using E-environment Useful to know FAQ Legislation Trainings Contacts **Forum**

**Forum**  
Forum rules

Categories Recent Posts

Showing 11 results.

Thread	Started By	Posts	Views	Last Post	
Osadeks jaotatud rahvusvaheline hankemenetlus	Margus Jaago	1	78	Date: 3/19/12 10:31 AM By: Margus Jaago	RSS
Ühispakkumine	Maia Bendi	1	145	Date: 3/7/12 3:54 PM By: Maia Bendi	RSS
pAKKUMUSE TAGATISE TAGASTAMINE	Margus Jaago	2	254	Date: 1/17/12 9:45 AM By: Kadri Look	RSS
Riigihangete seadus (redaktsioon 01.01.2011) inglise keeles	EDA VIISMA	3	689	Date: 1/17/12 9:42 AM By: RHR Administraator	RSS
Autentimine ja allkirjastamine Mac arvutitel	Rauno Tiesel	1	174	Date: 6/7/11 10:50 AM By: Rauno Tiesel	RSS
Otsing	Rauno Tiesel	2	534	Date: 3/22/11 9:50 AM By: Maarika Tork	RSS
Pakkumuse esitamise kuupäeva saatmine inboxi kalendrisse	Aire Vihi	2	448	Date: 3/16/11 10:47 PM By: TOOMAS LAIGNA	RSS
Maksu- ja Tolliameti töend	Ele-Riin Moritz	2	730	Date: 3/16/11 3:59 PM By: Maarika Tork	RSS

**Forum at the web-page of public procurement of Estonia**

The UK contracts web - site ([www.contractsfinder.businesslink.gov.uk](http://www.contractsfinder.businesslink.gov.uk)), along with contracts or tenders dates, status, amount, the tender documents and other details, contains the relevant contact information. The customer can also receive a daily update on the contract through the special electronic service of the web-page. When using this service the user need not check information related to a specific tender on a daily basis and in case of registration, he/she will automatically receive information at the indicated address.

The buying process may or may not still be ongoing, and the buyer is publishing the tender documentation to meet the government transparency commitments.

en-GB

Watch this contract

Created on 25/04/2012

### RMP6255 Provision of Agricultural Advice and Data Collection

Reference number: RMP6255

Estimated duration 21/05/2012 - 20/05/2014

Estimated value £0 - £60,000

Location where the contract is to be carried out: United Kingdom

Is this suitable for smaller suppliers? Yes

Is this contract suitable for a voluntary, community and social enterprise organisations? No

Name of the buying organisation: Department for Environment, Food and Rural Affairs

▼ Description of the contract

Provision of Statistical Agricultural Advice and Data Collection for Defra. The Authority is seeking suppliers for provision of Agricultural and Statistical Data and Market Intelligence Advice. Defra requires statistical information to support the implementation and development of its sustainable farming and food strategy. The main surveys conducted by Defra are: □ a range of surveys of agricultural holdings, including the June Agriculture and Horticulture Survey; □ the Farm Business Survey (FBS); □ the Living Costs and Food Survey (LCFS); □ a range of Food Industry Surveys. This is a closed competition under a Framework Agreement.

➤ Tender documents

▼ Classification of the contract

77300000 Horticultural services

77100000 Agricultural services

➤ Additional information

▼ Who to contact

Email: [procurement@defra.gsi.gov.uk](mailto:procurement@defra.gsi.gov.uk)

Does this contract match any of my saved searches? ➤

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### Information about one of the contracts available at the web-page of contracts and agreements of Great Britain

The British agreements web-page contains an important novelty. Namely, the declarations about possible tenders can be searched by means of a special database. This information enables the interested persons or organizations to take into account the tendencies and plan their activities in advance so, as to be ready for announcement of the procurement.

**PIPELINE NOTICES BY TYPE** Search pipelines >

Here you can find details of 'pipeline notices' – potential opportunities from government over the next few years. These give you, as a supplier, advance notice of opportunities that **might** be offered by the public sector in the future – so that you can plan accordingly.

You should be aware that when a public sector organisation publishes a pipeline notice, it does not necessarily mean that an opportunity will be offered in the future. You can refer to the 'Confidence' level alongside each notice to get an idea of how likely it is that a contract notice will be issued.

Click on a title to view all pipeline notices for that type, or on the '?' symbol to find out more about that pipeline type. You can sort matching notices by yearly value, total capital cost, confidence level and more.

<a href="#">Advertising and media</a>	?	<a href="#">Print and print management</a>	?
<a href="#">Aid and international development</a>	?	<a href="#">Probation and offender services</a>	?
<a href="#">Clinical and medical life sciences</a>	?	<a href="#">Property and facilities management</a>	?
<a href="#">Energy and utilities</a>	?	<a href="#">Travel</a>	?
<a href="#">Information and communications technology (ICT)</a>	?	<a href="#">Vehicles</a>	?
<a href="#">Office solutions</a>	?	<a href="#">Welfare to Work</a>	?
<a href="#">Police services and equipment</a>	?		

**External Pipeline Notices**

You can find links to public sector pipelines published on other websites [here](#) – such as construction, rail franchising, or public sector broadcasting.

**Looking for live opportunities?**

Pipeline notices cover medium- to long-term potential opportunities. If you are looking for opportunities that you can bid for now, [Search live opportunities](#)

### Agreements and contracts web-page of Great Britain

The register contains the type of the expected procurement, the name of the announcing agency, approximate date of the procurement (for example, year 2016), expected cost estimation of the contract. The procurement has the probability category of its announcement-high, average, low probability.

Project / requirement	Approach to market ?	Confidence ?	Value 2012/13	Value 2013/14	Value 2014/15	Total capital Cost ?
<a href="#">Wider Public Sector Print Services Framework Agreement</a> <i>Government Procurement Service</i>	23/01/2016	High	-	-	-	-
<a href="#">Grey Guide - Good Clinical Practice Guide</a> <i>DH</i>	01/06/2012	High	-	-	-	-
<a href="#">Orange Guide - Rules and guidance for Pharmaceutical manufacturers and distributors</a> <i>DH</i>	01/06/2012	High	-	-	-	-
<a href="#">Orange guide - Rules and guidance for distributors</a> <i>DH</i>	01/06/2012	High	-	-	-	-
<a href="#">Print Vendor Partner</a> <i>HMRC</i>	01/02/2015	Medium	-	-	-	-
<a href="#">Printing Services</a> <i>Lancashire Constabulary</i>	31/07/2013	Medium	£530,000	£530,000	£530,000	-
<a href="#">Corporate Print Management Solution</a> <i>Metropolitan Police</i>	29/05/2015	Medium	-	-	-	-

**The register of the anticipated tenders at the web-page of agreements and contracts of Great Britain**

### Access to reports related to procurement

The search web-portal of Great Britain contains monthly reports, which provide the interested persons with the detailed information about the activities performed within the latest forty days. The reports related to the contracts contain the following information: the contract number, the exact time of publication, its cost, the status, the name of the contract, the title of the contract and description, the contact information. This information in the reports is updated on a daily basis. The documents are uploaded to the web-page in XML and CSV formats.



### Detailed reports - recent notices

Detailed contract information is available in XML and CSV formats. These are updated every night and contain data for the 40 days prior to today's date.

The CSV version includes - for each notice - its title and brief description, the name of the buying organisation and the contract value. The machine-readable XML document contains additional data for each notice, including CPV codes.

 [Detailed report - recent notices \(XML\)](#)

 [Detailed report - recent notices \(CSV\)](#)

### Detailed reports - older notices

Each month a snapshot is taken of the recent notices, and published in the list below. They are in XML and CSV format and contain the information in the same form as the recent notices data.

 [Mar-2012](#)

 [Mar-2012](#)

 [Feb-2012](#)

 [Feb-2012](#)

 [Jan-2012](#)

 [Jan-2012](#)

 [Dec-2011](#)

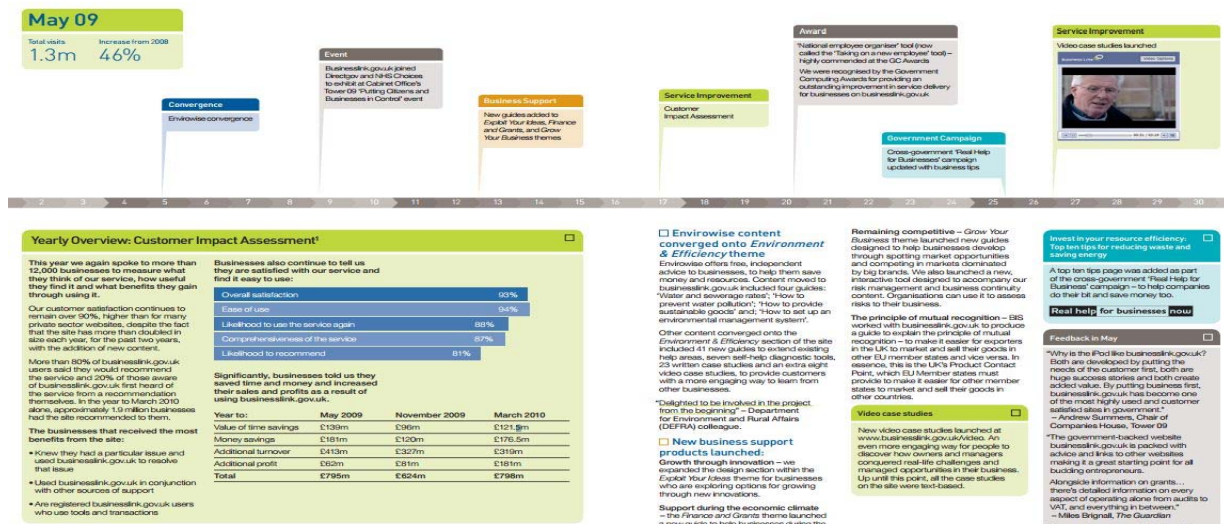
### Reports placed at the web-page of agreements of Great Britain

In addition, we can find here the number of tenders and contracts announced by the state agencies.

The research of technical functionality of the web-page is also important. This is paid great attention at the web-page of agreements and contracts of Great Britain, which contains the relevant reports, drafted every year. The mentioned reports analyze services and novelties of different types. Their efficiency and drawbacks revealed during practical implementation are evaluated. The analysis is based on several previously determined criteria: support of service placed at the portal, developed services, quality of their practical implementation, government support. Such evaluations are made according to months and a relevant action plan is described.

In addition, the research of users is paid great attention. Namely, the statistical data of usual and active users of the portal is given according to months, as well as according to sectors. This

enables to determine what kind of services are in high demand from the users of electronic resource. Their attitude towards existing implemented technical solutions and the quality of satisfaction are evaluated as well.



## Reports prepared about services implemented at the web-page of agreements and contracts of Great Britain

Besides the reports related to operation of electronic portal of procurement, the existence of unified reports revealing the activities of the public institutions is very important.

The US federal data system web-page contains the annual reports of the federal procurement. It contains the following information:

1. Quarterly data about the number of public procurements;
2. Statistical data about owners of small business;

Federal Procurement Data System - Next Generation

**SMALL BUSINESS OWNERSHIP REPORT**

Number of New Businesses by Type of Contractor

Actions Reported - Fiscal Year 2007 through Fourth Quarter

	WOMEN-OWNED SMALL BUSINESS FIRMS	WOMEN-OWNED SMALL DISADVANTAGED BUSINESS FIRMS	OTHER SMALL DISADVANTAGED BUSINESS FIRMS
<b>TOTAL FEDERAL</b>	<b>7,740</b>	<b>963</b>	<b>2,743</b>
AGENCY FOR INTERNATIONAL DEVELOPMENT	2	0	0
AGRICULTURE, DEPARTMENT OF	394	48	108
BROADCASTING BOARD OF GOVERNORS	11	1	1
COMMERCE, DEPARTMENT OF	80	12	25
CONSUMER PRODUCT SAFETY COMMISSION	15	0	0
CORPORATION FOR NATIONAL AND COMMUNITY SERVICE	6	1	1
COURT SERVICES AND OFFENDER SUPERVISION AGENCY	5	0	2
DEFENSE NUCLEAR FACILITIES SAFETY BOARD	0	0	1
DEPT OF DEFENSE	2,624	269	1,030
EDUCATION, DEPARTMENT OF	21	1	4
ENERGY, DEPARTMENT OF	40	1	7
ENVIRONMENTAL PROTECTION AGENCY	54	12	25
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	24	0	0
EXECUTIVE OFFICE OF THE PRESIDENT	0	0	1
FEDERAL COMMUNICATIONS COMMISSION	1	0	0
GENERAL SERVICES ADMINISTRATION	692	88	280
HEALTH AND HUMAN SERVICES, DEPARTMENT OF	421	20	50
HOMELAND SECURITY, DEPARTMENT OF	186	38	65
HOUSING AND URBAN DEVELOPMENT, DEPARTMENT OF	11	1	2
INTERIOR, DEPARTMENT OF THE	392	26	90
JUSTICE, DEPARTMENT OF	196	60	98

The annual report of federal procurement placed at the web-page of data system of public procurement  
The cost estimation and the number of procurements fulfilled by the public institutions;

	NONCOMPETITIVE		RESTRICTED COMP		UNRESTRICTED COMP	
	Number of Actions	Dollars	Number of Actions	Dollars	Number of Actions	Dollars
TOTAL FEDERAL	301,451	\$20,600,282,545	259,883	\$23,194,818,995	529,494	\$26,374,258,690
AGENCY FOR INTERNATIONAL DEVELOPMENT (7200)	346	\$23,787,589	167	\$13,366,921	464	\$33,278,503
AGRICULTURE, DEPARTMENT OF (1200)	9,361	\$441,994,686	11,833	\$627,728,098	12,658	\$827,848,124
BROADCASTING BOARD OF GOVERNORS (9568)	162	\$2,012,818	7	\$1,948,386	786	\$4,047,879
COMMERCE, DEPARTMENT OF (1300)	3,321	\$213,859,575	2,921	\$258,694,480	2,910	\$93,142,841
COMMISSION ON CIVIL RIGHTS (9517)	3	\$217,304	0	\$0	0	\$0
COMMITTEE FOR PURCHASE FROM PEOPLE WHO ARE BLIND OR SEVERELY DISABLED (9518)	1	\$75,000	0	\$0	0	\$0
COMMODITY FUTURES TRADING COMMISSION (9507)	12	\$213,298	24	\$244,376	26	\$127,101
CONSUMER PRODUCT SAFETY COMMISSION (6100)	287	\$3,427,038	5	\$76,739	23	\$418,664
CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (9577)	23	\$3,123,708	1	\$3,399	2	\$-24,540
COURT SERVICES AND OFFENDER SUPERVISION AGENCY (9594)	115	\$4,247,917	5	\$41,909	69	\$1,534,444
DEFENSE NUCLEAR FACILITIES SAFETY BOARD (9516)	22	\$1,957,125	0	\$0	6	\$137,499
DEPT OF DEFENSE (9700)	132,976	\$12,730,403,273	177,899	\$17,348,360,403	253,660	\$20,362,095,088
EDUCATION, DEPARTMENT OF (9100)	497	\$42,274,972	114	\$27,978,935	192	\$15,476,182
ENERGY, DEPARTMENT OF (8900)	2,529	\$503,156,135	2,345	\$412,453,347	614	\$77,203,394
ENVIRONMENTAL PROTECTION AGENCY (6800)	2,582	\$104,207,588	1,588	\$147,761,932	1,223	\$20,028,212
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (4500)	1,095	\$4,262,669	18	\$921,408	492	\$2,443,913
EXECUTIVE OFFICE OF THE PRESIDENT (1100)	95	\$3,224,522	29	\$1,673,055	78	\$2,481,721
FEDERAL COMMUNICATIONS COMMISSION (2700)	129	\$7,597,627	0	\$0	0	\$0
FEDERAL ELECTION COMMISSION (9506)	15	\$227,134	0	\$0	170	\$464,728
FEDERAL ENERGY REGULATORY COMMISSION (8961)	38	\$1,587,857	0	\$0	12	\$2,882,717
FEDERAL HOUSING FINANCE BOARD (9540)	4	\$93,471	0	\$0	0	\$0
FEDERAL MARITIME COMMISSION (6500)	11	\$62,768	0	\$0	2	\$571
FEDERAL TRADE COMMISSION (2900)	147	\$6,884,879	12	\$1,271,846	6	\$1,594,852
GENERAL SERVICES ADMINISTRATION (4700)	31,313	\$1,126,518,986	2,266	\$144,571,158	194,093	\$593,571,428
HEALTH AND HUMAN SERVICES, DEPARTMENT OF (7500)	8,718	\$547,380,792	4,269	\$652,136,678	7,396	\$827,223,883
HOMELAND SECURITY, DEPARTMENT OF (7000)	13,000	\$1,122,668,441	6,434	\$490,068,377	10,851	\$607,254,800
HOUSING AND URBAN DEVELOPMENT, DEPARTMENT OF (8600)	950	\$133,060,159	863	\$226,924,514	193	\$59,703,340
INTERIOR, DEPARTMENT OF THE (1400)	13,539	\$597,107,633	10,166	\$400,182,922	10,679	\$465,572,883
J. F. KENNEDY CENTER FOR THE PERFORMING ARTS (3352)	37	\$913,675	1	\$-15,000	28	\$1,902,810

The annual report of federal procurement placed at the web-page of data system of public procurement

3. The interrelation/proportion of procurements of the agency and funds spent on them according to the type and cost of procurement;
4. The cost of procurements implemented outside the US according to the continents, as well as countries;



Continent/Island Group Name	Dollars
<b>Total</b>	<b>\$42,413,412,118</b>
ASIA	\$29,385,709,897
WESTERN EUROPE	\$7,406,192,203
AFRICA	\$1,562,043,661
NORTH AMERICA	\$1,376,500,792
EASTERN EUROPE	\$1,022,353,131
SOUTH AND CENTRAL AMERICA	\$694,225,242
CARIBBEAN	\$294,005,364
PACIFIC OCEAN / AUSTRALIA	\$269,934,205
INDIAN OCEAN	\$243,311,820
ANTARCTICA	\$159,135,802

## AFRICA

Country Name	Dollars
<b>Total</b>	<b>\$1,562,043,661</b>
SUDAN	\$455,887,483
ETHIOPIA	\$144,016,522
EGYPT	\$126,832,967
DJIBOUTI	\$107,348,436
LIBERIA	\$99,698,018
BURKINA FASO	\$84,410,646
CONGO, DEMOCRATIC REPUBLIC OF THE (KINSHASA)	\$70,044,322
UGANDA	\$67,131,093
KENYA	\$65,472,228
MOZAMBIQUE	\$46,118,029
TANZANIA	\$30,960,616
NIGERIA	\$29,695,113
MALI	\$28,536,379
SOUTH AFRICA	\$23,862,322
MALAWI	\$18,166,736

The annual report of federal procurement available at the web-page of data system of public procurement

5. The number of procurements of different services and constructions and funds spent on them;
6. Funds spent on different equipment-their number and costs are specified.

## SUPPLIES AND EQUIPMENT - SUMMARY BY PSC GROUP

Actions Reported - Fiscal Year 2007 through Fourth Quarter

	Year to Date	
	Number of Actions	Dollars
<b>TOTAL FEDERAL SUPPLIES AND EQUIPMENT</b>	<b>2,748,326</b>	<b>\$191,251,911,921</b>
10 WEAPONS	8,497	\$2,701,791,858
11 NUCLEAR ORDNANCE	175	\$47,934,373
12 FIRE CONTROL EQPT.	2,777	\$1,868,240,414
13 AMMUNITION AND EXPLOSIVES	5,813	\$5,602,380,881
14 GUIDED MISSILES	2,633	\$6,033,441,664
15 AIRCRAFT/AIRFRAME STRUCTURE COMPTS	19,091	\$27,013,045,266
16 AIRCRAFT COMPONENTS/ACCESSORIES	24,404	\$4,682,718,343
17 AIRCRAFT LAUNCH/LAND/GROUND HANDLE	2,350	\$665,009,914
18 SPACE VEHICLES	493	\$2,454,229,144
19 SHIPS, SMALL CRAFT, PONTOON, DOCKS	5,136	\$8,276,174,993
20 SHIP AND MARINE EQUIPMENT	4,587	\$525,294,213
22 RAILWAY EQUIPMENT	180	\$5,063,722
23 MOTOR VEHICLES, CYCLES, TRAILERS	41,641	\$19,772,732,259
24 TRACTORS	930	\$29,871,509
25 VEHICULAR EQUIPMENT COMPONENTS	19,715	\$1,753,343,178
26 TIRES AND TUBES	3,573	\$138,319,466
28 ENGINES AND TURBINES AND COMPONENT	12,699	\$6,115,199,327
29 ENGINE ACCESSORIES	10,732	\$646,958,799
30 MECHANICAL POWER TRANSMISSION EQPT	10,341	\$341,951,726
31 BEARINGS	7,737	\$183,865,448
32 WOODWORKING MACHINERY AND EQPT	2,296	\$7,615,264
34 METALWORKING MACHINERY	6,589	\$292,578,298
35 SERVICE AND TRADE EQPT	4,238	\$114,864,652
36 SPECIAL INDUSTRY MACHINERY	8,624	\$324,412,154
37 AGRICULTURAL MACHINERY AND EQPT	6,729	\$23,808,088
38 CONSTRUCT/MINE/EXCAVATE/HIGHWY EQPT	5,308	\$764,338,657
39 MATERIALS HANDLING EQPT	5,973	\$523,305,540

The annual report of federal procurement available at the web-page of data system of public procurement

The web-page contains the reports prepared according to the ministries and geography. In the first case, the document contains the cost of procurements according to the regions. Along with the amount it specifies the percentage of expenses on each region.

	Dollars	Percent of Dollars	Dollar Rank	Rank Last FY	Rank Per Capita
<b>Total Federal</b>	<b>\$417,409,930,154</b>	<b>100.00 %</b>			
ALABAMA	\$10,085,214,255	2.42 %	13	16	9
ALASKA	\$2,354,723,968	0.56 %	34	36	4
ARIZONA	\$12,651,613,079	3.03 %	9	9	7
ARKANSAS	\$1,103,477,845	0.26 %	43	40	51
CALIFORNIA	\$47,233,605,181	11.32 %	1	1	23
COLORADO	\$6,454,759,283	1.55 %	25	19	20
CONNECTICUT	\$9,131,628,285	2.19 %	14	14	6
DELAWARE	\$364,112,047	0.09 %	50	51	50
DISTRICT OF COLUMBIA	\$15,705,556,758	3.76 %	5	5	1
FLORIDA	\$14,725,438,855	3.53 %	6	6	33
GEORGIA	\$13,856,732,715	3.32 %	8	12	15
HAWAII	\$2,296,763,633	0.55 %	35	35	11
IDAHO	\$2,099,740,756	0.50 %	36	38	18
ILLINOIS	\$8,193,696,809	1.96 %	17	23	41
INDIANA	\$6,388,954,641	1.53 %	26	26	28
IOWA	\$1,744,081,272	0.42 %	39	37	42
KANSAS	\$3,023,498,808	0.72 %	31	32	27
KENTUCKY	\$6,776,545,413	1.62 %	23	24	16
LOUISIANA	\$4,622,677,969	1.11 %	27	13	29
MAINE	\$1,572,860,029	0.38 %	41	42	25
MARYLAND	\$21,406,162,521	5.13 %	4	4	3
MASSACHUSETTS	\$11,931,430,555	2.86 %	11	10	12
MICHIGAN	\$7,269,081,914	1.74 %	20	25	37
MINNESOTA	\$2,808,203,971	0.67 %	32	33	45
MISSISSIPPI	\$6,791,807,748	1.63 %	21	21	8
MISSOURI	\$12,141,724,444	2.91 %	10	8	10
MONTANA	\$519,540,535	0.12 %	49	48	43
NEBRASKA	\$918,942,942	0.22 %	44	44	48
NEVADA	\$2,053,565,901	0.49 %	37	34	30

The annual report of federal procurement available at the web-page of the data system of public procurement

In addition, in case of each specific region, it contains the number of inhabitants residing there, the cost of procurement per capita, the number of procurements and total costs and the ratio of the region according to the number of procurements per capita compared to other regions. The types of procurement, the agency/ministry are specified here.



**Population:** 4,447,100

**Total Actions:** 53,648

**Per Capita Procurement:** \$2,267.82

**Total Dollars:** \$10,085,214,255

**Rank Per Capita:** 9

**Rank Per Capita - Last Year:** 11

TOP FIVE COUNTIES					
NAME OF COUNTIES	CIVILIAN AGENCIES		DEPT OF DEFENSE		TOTAL
	SMALL DISADVANTAGED	OTHER	SMALL DISADVANTAGED	OTHER	
MADISON	\$30,510,904	\$697,671,916	\$831,406,613	\$4,922,189,565	\$6,481,778,998
MOBILE	\$3,834,057	\$20,916,765	\$12,791,794	\$1,297,691,277	\$1,335,233,893
CALHOUN	\$945,528	\$39,761,487	\$62,250,229	\$485,771,092	\$588,728,337
DALE	\$561,912	\$30,363,060	\$23,791,200	\$306,649,871	\$361,366,044
MONTGOMERY	\$2,123,131	\$43,511,372	\$34,293,367	\$233,386,059	\$313,313,929

TOP FIVE DEPARTMENTS WITH PLACE OF PERFORMANCE IN THIS STATE	TOTAL
DEPT OF DEFENSE (9700)	\$8,703,065,536
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (8000)	\$728,985,032
HEALTH AND HUMAN SERVICES, DEPARTMENT OF (7500)	\$155,535,217
GENERAL SERVICES ADMINISTRATION (4700)	\$140,653,679
VETERANS AFFAIRS, DEPARTMENT OF (3600)	\$128,192,828

TOP FIVE CONTRACTING OFFICES LOCATED IN THIS STATE	TOTAL
DEPARTMENT OF DEFENSE (HQ0006)	\$2,135,204,694
W0H9 US ARMY AVN & MISSILES CMD (W31P4Q)	\$1,564,067,197
DEFENSE ENERGY SUPPORT CENTER (SP0600)	\$1,363,050,707
USASMDC HUNTSVILLE (W9113M)	\$880,634,019
MARSHALL SPACE FLIGHT CENTER (MSFC0)	\$720,347,169

TYPE OF PRODUCT OR SERVICE	SMALL BUSINESS	OTHER THAN SMALL BUSINESS	STATE LOCAL & TRIBAL GOV'T	NON-PROFIT JWOD & OTHER	TOTAL
CONSTRUCTION	\$238,307,625	\$66,007,775	\$22,925	\$260,559	\$304,598,884
RESEARCH AND DEVELOPMENT	\$486,824,644	\$3,018,982,481	\$42,400	\$57,191,720	\$3,563,041,245
SERVICES	\$1,016,992,764	\$1,767,227,087	\$4,924,829	\$59,372,764	\$2,848,517,445
SUPPLIES & EQUIPMENT	\$1,016,230,273	\$2,274,000,134	\$9,219	\$25,355,076	\$3,315,594,702

The annual report of federal procurement according to the regions available at the web-page of data system of public procurement

In case of the agencies, it contains the amount spent on different contracts and the amount spent on procurements. The mentioned data is presented for each public institution.



### AGENCY FOR INTERNATIONAL DEVELOPMENT

Contract Type	Actions	Dollars
Delivery/Task Order against IDV	657	\$1,771,922,759
Definitive Contract	4,173	\$1,479,720,919
Delivery/Task Order against GSA FSS	195	\$237,975,183
Purchase Order	3,656	\$43,513,960
BPA Call	94	\$16,961,662
<b>Total</b>	<b>8,775</b>	<b>\$3,550,094,483</b>

Modifications	Actions	Dollars
Modifications	3,586	\$2,860,399,307
<b>Total</b>	<b>3,586</b>	<b>\$2,860,399,307</b>

Letter Contracts	Actions	Dollars
Letter Contract	18	\$3,766,299
<b>Total</b>	<b>18</b>	<b>\$3,766,299</b>

Terminations	Actions	Dollars
Terminations	53	\$12,539,532
<b>Total</b>	<b>53</b>	<b>\$12,539,532</b>

Awards Funded By Other Department	Actions	Dollars
Awards Funded By Other Department	0	\$0
<b>Total</b>	<b>0</b>	<b>\$0</b>

**The annual report of federal procurement according to the agencies available at the web-page of data system of public procurement**

The web-page, along with other reports, contains detailed information about 100 largest contractors at federal level.

	A	B	C	D	E
	Global Vendor Name	Number Of Actions	Dollars Obligated	%Total Actions	% Total Dollars
1	LOCKHEED MARTIN CORPORATION	23 477	42 446 866 959,53	0,1418%	7,9960%
2	THE BOEING COMPANY	17 148	21 599 245 643,25	0,1036%	4,0688%
3	GENERAL DYNAMICS CORPORATION	18 326	19 442 764 028,59	0,1107%	3,6626%
4	NORTHROP GRUMMAN CORPORATION	15 867	15 020 080 455,00	0,0959%	2,8294%
5	RAYTHEON COMPANY	11 872	14 771 086 834,84	0,0717%	2,7825%
6	UNITED TECHNOLOGIES CORPORATION	15 336	7 908 114 454,95	0,0926%	1,4897%
7	SAIC INC.	25 451	7 378 984 631,81	0,1538%	1,3900%
8	L-3 COMMUNICATIONS HOLDINGS INC.	15 240	7 357 742 515,71	0,0921%	1,3860%
9	BAE SYSTEMS PLC	13 802	6 876 349 891,22	0,0834%	1,2954%
10	OSHKOSH CORPORATION	4 658	4 942 070 285,97	0,0281%	0,9310%
11	MCKESSON CORPORATION	58 784	4 706 074 199,76	0,3551%	0,8865%
12	COMPUTER SCIENCES CORPORATION	5 938	4 508 806 684,37	0,0359%	0,8494%
13	BECHTEL GROUP INC.	286	4 498 784 380,16	0,0017%	0,8475%
14	URS CORPORATION	5 879	4 408 521 876,54	0,0355%	0,8305%
15	HUNTINGTON INGALLS INDUSTRIES INC.	3 855	4 039 859 714,67	0,0233%	0,7610%
16	BOOZ ALLEN HAMILTON HOLDING CORPORATION	9 234	3 934 916 899,60	0,0568%	0,7413%
17	ITT CORPORATION	4 286	3 862 570 373,17	0,0259%	0,7276%
18	VERITAS CAPITAL FUND II L.P. THE	973	3 843 256 690,87	0,0059%	0,7240%
19	HUMANA INC.	586	3 445 346 245,92	0,0035%	0,6490%
20	HEALTH NET INC.	382	3 145 318 720,85	0,0023%	0,5925%
21	TRIWEST HEALTHCARE ALLIANCE CORP.	227	3 093 464 842,27	0,0014%	0,5827%
22	HEWLETT-PACKARD COMPANY	20 880	2 942 364 958,09	0,1261%	0,5543%
23	GENERAL ELECTRIC COMPANY	9 233	2 847 482 485,43	0,0568%	0,5364%
24	FLUOR CORPORATION	688	2 774 277 927,99	0,0042%	0,5226%
25	BELL BOEING JOINT PROJECT OFFICE	1 586	2 665 731 454,92	0,0096%	0,5022%
26	CACI INTERNATIONAL INC	4 659	2 615 272 987,54	0,0281%	0,4927%
27	TEXTRON INC.	5 358	2 514 587 565,20	0,0324%	0,4737%
28	LOS ALAMOS NATIONAL SECURITY LLC	26	2 504 962 182,54	0,0002%	0,4719%
29	KBR INC.	633	2 277 007 732,81	0,0038%	0,4289%
30	HONEYWELL INTERNATIONAL INC.	9 640	2 193 177 643,11	0,0582%	0,4131%
31	BATTELLE MEMORIAL INSTITUTE INC	2 395	2 148 856 165,01	0,0145%	0,4048%

**The annual report about 100 featured contractors available at the web-page of data system of federal procurements**

It also contains the information about procurements implemented by the leading companies of different public sectors.

Global Vendor Name	Number Of Actions	Dollars Obligated	%Total Actions	% Total Dollars
MANAGEMENT & TRAINING CORPORATION	19	340 132 904.83	0.0142%	4.8010%
CORRECTIONS CORPORATION OF AMERICA	78	333 314 807.28	0.0581%	4.7048%
THE GEO GROUP INC	156	327 476 137.36	0.1163%	4.6224%
AKAL SECURITY INC	1 066	249 876 468.94	0.7944%	3.5270%
LOCKHEED MARTIN CORPORATION	325	169 412 121.87	0.2422%	2.3913%
FORFEITURE SUPPORT ASSOCIATES LLC	1 817	165 522 632.37	1.3541%	2.3364%
COUNTY OF REEVES	9	149 161 816.79	0.0067%	2.1054%
INTERNATIONAL BUSINESS MACHINES CORPORATION	155	108 979 218.91	0.1155%	1.5383%
MOTOROLA INC	345	105 507 624.68	0.2571%	1.4893%
BEARINGPOINT, INC.	38	102 599 207.98	0.0283%	1.4482%
TYCO INTERNATIONAL LTD.	2 779	99 612 678.12	2.0710%	1.4060%
WORLD WIDE TECHNOLOGY HOLDING CO. INC.	228	97 502 439.78	0.1699%	1.3763%
COMMUNITY EDUCATION CENTERS INC.	21	91 274 972.15	0.0156%	1.2884%
CACI INTERNATIONAL INC	459	90 796 768.69	0.3421%	1.2816%
HEWLETT-PACKARD COMPANY	155	88 691 909.96	0.1155%	1.2519%
VERIZON COMMUNICATIONS INC.	2 216	78 634 756.11	1.6514%	1.1099%
CDW HOLDINGS LLC	243	78 445 644.19	0.1811%	1.1073%
PRUDENTIAL FINANCIAL INC.	52	75 845 358.39	0.0388%	1.0706%
BOOZ ALLEN HAMILTON HOLDING CORPORATION	158	73 320 216.46	0.1177%	1.0349%
KEANE INTERNATIONAL INC.	157	71 431 350.48	0.1170%	1.0083%
L-3 COMMUNICATIONS HOLDINGS INC.	250	71 396 207.80	0.1863%	1.0078%
MCKESSON CORPORATION	10 390	71 101 738.58	7.7429%	1.0036%
NAPHCARE INC.	2 064	59 496 730.49	1.5382%	0.8398%
ALTEGRITY INC.	418	57 500 905.33	0.3115%	0.8116%
INTER-CON SECURITY SYSTEMS INC.	184	52 964 868.21	0.1371%	0.7476%
M V M INC.	1 699	52 808 010.72	1.2661%	0.7454%
KRUEGER INTERNATIONAL INC.	1 850	52 258 192.06	1.3787%	0.7376%
NANA REGIONAL CORPORATION INC.	156	49 807 569.81	0.1163%	0.7030%
MANTECH INTERNATIONAL CORPORATION	35	46 656 097.11	0.0261%	0.6586%

Federal
Agriculture (1200)
Commerce (1300)
Interior (1400)
Justice (1500)
Labor (1600)
NAVY(1700)
State (1900)
Treasury ( 2000)
Army (2100)
Veteran Affairs (3600)
GSA (4700)

The annual report about 100 featured contractors available at the web-page of data system of federal procurements

It should be noted that the unified electronic system of state procurement of the Competition and State Procurement Agency of Georgia - (<https://tenders.procurement.gov.ge>) - is one of the most comprehensive and innovative in the world in terms of access to information, as evidenced by the victory of the electronic system in the most prestigious, annual competition organized by the United Nations in the nomination: "Preventing and Fighting Corruption in the Public Service". Despite international recognition, we consider that the limited access to public documents somewhat hinders the quality of access to public information.

In particular, unfortunately, only authorized users have access to important documents, such as public procurement plans of state agencies and quarterly reports of procurements of public agencies.

პრეტენდენტი შემსყიდველობაზე: ინფორმაციის თავისუფლების განვითარების ინსტიტუტი... :: ლევან ავალიშვილი

პროფილი

მთავარი საკონტაქტო პირები დოკუმენტაცია კონსოლიდირებული ტენდერი

შესყიდვის გეგმები ანგარიშები

2012 წელი	კვარტალი I, 2012	კვარტალი II, 2012	კვარტალი III, 2012	კვარტალი IV, 2012
2012 წლის კორექტირებული გეგმა 25.05.2012 12:56 მიხეილ გოგოლაური	227`215.70 ლ	149`362.11 ლ	227`215.70 ლ	149`362.11 ლ
2012 წლის კორექტირებული გეგმა 23.05.2012 15:35 მიხეილ გოგოლაური	227`215.70 ლ	149`362.11 ლ	227`215.70 ლ	149`362.11 ლ
2012 წლის კორექტირებული გეგმა 17.05.2012 17:31 მიხეილ გოგოლაური	227`215.70 ლ	149`362.11 ლ	227`215.70 ლ	149`362.11 ლ
2012 წლის კორექტირებული გეგმა 09.05.2012 15:35 მიხეილ გოგოლაური	227`215.70 ლ	149`362.11 ლ	227`215.70 ლ	149`362.11 ლ

2012 წლის კორექტირებული გეგმა  
25.05.2012 12:57 :: მიხეილ გოგოლაური

The unified electronic system of public procurement-procurement plans of state agencies

პრეტენდენტი შემსყიდველობაზე: ინფორმაციის თავისუფლების განვითარების ინსტიტუტი... :: ლევან ავალიშვილი

პროფილი

მთავარი საკონტაქტო პირები დოკუმენტაცია კონსოლიდირებული ტენდერი

შესყიდვის გეგმები ანგარიშები

2011 წელი	კვარტალი	კვარტალი	კვარტალი
2011 წლის 4 კვარტალის ანგარიში 24.01.2012 15:07 მიხეილ გოგოლაური	4	617`857.56	631`654.91
2011 წლის მე-3 კვარტალის ანგარიში 13.10.2011 12:03 მიხეილ გოგოლაური	3	521`102.09	
2011 წლის 2 კვარტალის ანგარიში 11.07.2011 12:20 მიხეილ გოგოლაური	2	0.00	
2011 წლის 1 კვარტალის ანგარიში 28.04.2011 15:05 მიხეილ გოგოლაური	1	0.00	

სახელმწიფო შესყიდვების შესახებ ხელშეკრულებები  
24.01.2012 17:16 :: მიხეილ გოგოლაური

სახელმწიფო შესყიდვების შესახებ ხელშეკრულებები  
24.01.2012 17:15 :: მიხეილ გოგოლაური

სახელმწიფო შესყიდვების შესახებ ხელშეკრულებები  
24.01.2012 17:15 :: მიხეილ გოგოლაური

სახელმწიფო შესყიდვების შესახებ ხელშეკრულებები  
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The unified electronic system of public procurement-procurement reports of state agencies



								გვ. 100-1	
25		მაციხი		2012 წელი		შემაჯავებელი ორგანიზაციის საინფორმაციო კოდი			
		შედეგის თარიღი				203,836,322			
საქართველოს საგარეო საქმეთა სამინისტრო						სახელმწიფო ბიუჯეტი			
შემაჯავებელი ორგანიზაციის დასახელება						ფინანსების წყარო			
სახელმწიფო შესყიდვების გეგმით გათვალისწინებული ფაქტური თანხა ფაფინანსების წყაროს შესაბამისად						1,506,311			
№	დანაყოფის კოდი	დანაყოფის დასახელება	კოდეზით	CPV	სადარბაუდო ღირებულება	შესყიდვის საშუალება	შესყიდვების დაწყების სადარბაუდო ვადები	შესყიდვის ობიექტის მთლიანობის სადარბაუდო ვადა	შენიშვნა
1	2	3		4	5	6	7	8	
1	18100000	სამშენებლო ტრასები, სატელეკომუნიკაციო და ავტოსადგომები		50.00	გპ	I-IV კვარტალი	I-IV კვარტალი		
2	19500000	რეზინისა და პლასტმასის მასალები		1000.00	გპ	I-IV კვარტალი	I-IV კვარტალი		
3	19600000	ტყევის, ტექსტილის, რეზინისა და პლასტმასის ნარგები		2500.00	გპ	I-IV კვარტალი	I-IV კვარტალი		
4	22100000	ნავთობი, ნავთობის, ნავთობპროდუქტების ფუფუნება		1,500.00	გპ	I-IV კვარტალი	I-IV კვარტალი		
5	22200000	გაზები, სამშენებლო ტრასები, პერსონალი და ტრანსპორტი		3,917.24	გპ	I კვარტალი	I-IV კვარტალი		
6	22400000	მარცხი, ქვითრების ფორმები, საკრედიტო წილები, საპროექტო სერვისები, ვაჭრობის სარეკლამო მასალა, კატალოგები და სახელმძღვანელოები		5000.00	გპ	I-II კვარტალი	I-IV კვარტალი		
6	22400000	მარცხი, ქვითრების ფორმები, საკრედიტო წილები, საპროექტო სერვისები, ვაჭრობის სარეკლამო მასალა, კატალოგები და სახელმძღვანელოები		63000.00	გპ	I-II კვარტალი	I-IV კვარტალი		

The unified electronic system of public procurement –the procurement reports of state agencies in PDF format

The XML Archives contain raw data. The archives are intended for users who have a great deal of experience with procurement data, XML technology, and large volumes of data. Use of the archive data without a complete understanding of the business processes, rules and regulations, and system information increases the risk of flawed analysis.

**Organization linkage information is not provided in this archive in order to honor the Federal Government's licensing agreement with Dun & Bradstreet.** If you need to discuss the availability of this linkage data, please contact Dun & Bradstreet Government Solutions directly at 800-424-2495.

**Important Note:** All XML archive files are stored in a compressed zip file format. We recommend users of the XML archives files use the WinRar utility to decompress the XML file archives. If you do not have this recommended utility, you can download the utility from: <http://www.win-rar.com/download.html>.


The archive contains procurement data as well as additional NASA data (for example, financial assistance actions). The NASA data is not available through standard reports in FPDS-NG.

Individuals using archive data agree by virtue of downloading this information that they will not misrepresent the data provided. Misrepresentation of the data includes both intentional and accidental omission of rules, processes, exclusions or other guidance that is used to generate legitimate information. A few examples of misrepresenting data include creating a report that purports to show socio-economic information but which contains none of the requisite Small Business Administration rules and exclusions or identifying a vendor as being small or large without benefit of the business process and rules regarding size determination, vendor representations, vendor certifications, etc.

**Upcoming Refresh Schedule**

The Fiscal Year 2012 and 2011 XML Archives will be refreshed by last Friday of every quarter. [Click Here](#) for detail dates. The Legacy data (Fiscal Year 2004 – 2010) is refreshed yearly and next refresh is scheduled for November 2012 in [Version 1.4 format](#). More timely information can be obtained using the FPDS ATOM feeds. [Click Demo](#) for more information on ATOM feeds.

**NOTE: XML conversion utility will not be supported for Version 1.4.**



The data system of the federal procurement of the US – data archive

After downloading the information uploaded in such format, it can be converted in, for example, html or excel formats, as well as to access data bases.

## Recommendations

On the one hand, by research of official web-page of the Competition and State Procurement Agency, existing in Georgian reality and, on the other hand, based on the analysis of the best foreign practice, a recommendations package for the mentioned Georgian agency was worked out. The mentioned recommendation proposals aim at increasing of the level of accountability of Georgian public area by way of practical implementation of electronic transparency.

The gradual implementation of the mentioned recommendations and proposals will improve the quality of the transparency of the activities of the procurement agency in terms of upgrading of its web-page. In addition, improvement of the electronic services developed at its official web-portal and development of innovative electronic services will be possible.

- **Description of the function of public agencies:** the window “About us” of the procurement agency official web-page should contain detailed information about the functions of the institution, which includes information about the mission, objectives and authorities of the institution. The mentioned component will give the citizens the idea of the activities and authorities of the agency.
- **Information about the manager of the public institution:** The official web-page of the government agency, along with biographical data of the head should contain information about his/her competence, authorities, declarations, speeches. Different publications, documents, memorandums, declarations, texts of public speeches should also be placed at the web-page.
- **The structure of the public agency:** the web-page should contain the names of all structural subunits of the ministry and the names and description of its internal structural units, which will clearly demonstrate the structural and functional hierarchy of the ministry. The page of each structural unit should also contain legislative documents, competence, description of activities and additional information related to their activities.

- **Information about structural units of the public institutions:** The official web-page of the procurement agency should contain contact details of the heads of structural subunits and its internal structural unit or his/her deputy: office e-mail address, reception telephone and fax number. Contact information of other employees should also be available.
- **Strategic plan of the public institution:** For assessment of goals and tasks of the public institution, its official web-page should contain the strategic plan of the institution, which will define the plans of the public agency for the next several years with regard to:
  - Main goals;
  - Events planned for implementation of goals;
  - Challenges faced by the agency;
  - Description of the future planned projects and programs-**titles of the planned projects/programs, their goals, the status of the program (for example “current”), their deadlines and the submission of the report, name of the structural unit responsible for them;**
  - The amount of funds required for implementation of the planned programs and projects;
  - The indicators of the measurement of efficiency of planned programs and projects.

Along with the conceptual side of the mentioned document the form of its placement at the web-page is taken into account. It should be uploaded in an expanded form, according to subtitles, including HTML format and the interested person should be able to read the desired section without downloading the entire document.

- **The annual report of the public institution:** For the availability of the information regarding activities performed by the public institution, the annual reports must be placed at the web-page where implementation of general activities, projects and initiatives will be assessed. The reports must evaluate the efficiency of the projects and the quality of their execution. At the same time, information about performance of the agency budget, assets and liabilities, different expenses, such as assignments, transfers should be available. The report must contain the following details:
  - Priorities of the public institution;
  - The mission, values and goals of the public institution;
  - The plans/tasks of the current year;

- Indicators of the achievement of the goals;
- Statistical data, as well as narrative explanation of the projects implemented during the whole year-their efficiency should be evaluated on the basis of predetermined indicators. The amount spent on each implemented project must be given in detail;
- Measures implemented within the competence of the public institution and evaluation of the efficiency of their realization in practice;
- The sources of financing of certain projects, the amounts spent for the specific purposes of the agency;
- Comparison of the data for the last two years and tendencies and reasons for the changes in such expenses;
- Percentage assessment of performance of the set goals.

Proceeding from the international practice, the tradition of evaluation of the annual report by the independent auditor, revealing drawbacks in the financial balance, working out recommendations and their further proactive publication should be noted. Similar practice should be implemented in Georgian public area. It will ensure participation of the civil, expert and non-governmental sector in the evaluation of the activities of the institutions.

- **The budget of the public institution:** For ensuring transparency of the public institution placement of the reports of performance of financial transactions and budget are very important. The mentioned documents must contain all projects, events, which were performed, are still underway or planned. All financial expenses (administrative, personnel and so on) incurred for their performance, financial liabilities, and revenues from different transactions. The current initiatives and reports of their performance must be summarized. The report must contain the budget balance, the exact amount of funds spent for different services. The document must also describe the budget resources. Along with statistic and numerical data, the report should contain narrative explanations of financial transactions.

Proactive publication of some information is also very important:

- Changes made to the budget by unexpected liabilities and the sources of the funds allocated for the mentioned activities;
- Information about the balance of the immovable property of the Ministry;
- The amount of initially requested and finally approved financing.

- Funds intended for different state programs, the purpose of distribution of the expenses according to specific directions and goals;

The budget project and the plan of its performance submitted to the Parliament of Georgia must be placed at the official web-page of the agency. In addition, the recommendations and comments related to the budget project should also be attached.

- **Access to the public information/open governance:** The modern indicator of the transparency and accountability of the public institution is public information proactively published at its official web-page. The web-page of the procurement agency must have separate pages related to open governance, which should contain:
  - Detailed information related to the procedure of public information request;
  - The guide-book of Freedom of Information which will describe the main procedures, terms, the amount of fees of information request, the rules of submission of administrative complaints, the contact details of the officer responsible for public and other information;
  - Definition of terms related to public information request or procedures of administrative case management;
  - The FAQ section related to access to main procedures and information access;
  - The electronic form of public information request for the purpose of simplification of the procedure of receipt of public information, which will save the time of the citizens, as well as the time and resources of the public institution. Thus, the bureaucratic procedures related to release of public information will be simplified;
  - The relevant statistical data about requested, released and refused applications should be kept. The web-page should contain an interactive map, by which the user will be able to compare the statistical data of the agency according to years, the content of the issued responses and other categories;
  - Electronic library (database) must be placed at the web-page of the public institution, where proactively published information will be sorted by categories. Their search must be made possible by key words, as well as dates and the subject matter.
  - The database section of the proactively published information must contain the following information about proactively published administrative expenses:
    - The salary rates and allowances of the officials;
    - Information about bonuses received by the officials;



- Property declarations of the officials;
- Total expenses of the agency and detailed description of the financial resources management;
- Travel expenses of the officials, indicating the time and reason of the trips;
- Information about official receptions, meetings, gifts-the name of the guest, aim of the visit, amount of the incurred expenses, type of the present.

In general, the information published in this section must be classified according to categories. Namely, proactively published data, related to activities, expenses, priorities, decision-making process, and results of the work of the agency and so on, must be placed separately. The web-page should contain the search system of proactively published documents, where search of the relevant information can be performed by indication of its time, number, department and any key word.

- This section must contain an update register of public information request applications and responses-electronic register of public information (the content of the application, reply status).
- The same section must contain reports of December 10<sup>th</sup>, submitted to the President of Georgia and the Parliament of Georgia and their archive.
- The section of the web-page allocated for the public information must have a sub-section related to the relevant legal proceeding. The mentioned page should contain electronic forms of administrative complaints related to refusal to release public information. The application procedure of the mentioned type must also be described. Besides, information about legal proceedings carried out with regard to information request and court decisions. With the objective of easy search of the available information, they must be sorted according to the date of the decision and topic (see attachment 1).
- **Publications:** the web-page of the public institution should have a section “publications”, where reports prepared by all structural units will be published, as well as the research of the issues falling under their competence. Different reports and research materials should be sorted according to several categories, which will simplify the search of the required information from the user. The same section may contain statistic data related to their activities and its review.
- **Public reviews section:** For implementation of efficient communication with the citizens and increase of the level of their participation in the activities of the agency, the procurement agency should implement the relevant electronic communication

platform. By integrating of the mentioned platform, the public will be able to establish a direct interactive communication with the officials of the public agency, express their opinions and proposals, stress the existing problems. Based on the carried out public discussion a report must be worked out, where the public agency will summarize the issues identified by the public and the ways of their resolution will be planned.

- **News section:** All public institutions have a section ‘News’ at their web-pages with the objective of informing the population about their activities. Though, the form of their expression and position is reflected on the potential of the interested persons to search for the required information. The information placed in the “News” section of the web-page of the procurement agency should be classified and categorized (for example, by creation of press releases, speeches, declarations sections).

As to the information available about certain events, they should be distributed according to the structural units performing them. As a result, news in the “News” section will be presented in a unified format, as well as according to different structural units. The archive of “News” section of the agency web-page must also be structured.

- **Public agency staffing:** for ensuring transparency of the personnel policy of the public agency, the web-page should contain job announcements declared for filling different public positions. The obligations, the qualification requirements, the salary rate of the vacant position and the terms defined for submission of applications, stipulated within the vacant position should be described in detail. Online filling out of applications should also be provided.

The web-page should contain information about the public positions of the agency, detailed information about different positions and rights and obligations envisaged for these positions.

Besides, the electronic resource of the state agency should contain information about benefits, health and social insurance, work schedule, and vacation terms stipulated by the position. One more important detail is availability of vacancies search system at the web-page. Thus, the user will be able to look for employment in the public agency according to the amount of salary, position and any other criteria.

Simultaneously, the procurement agency web-page should contain information about internships. The qualification requirements and other relevant information should be described in this section.

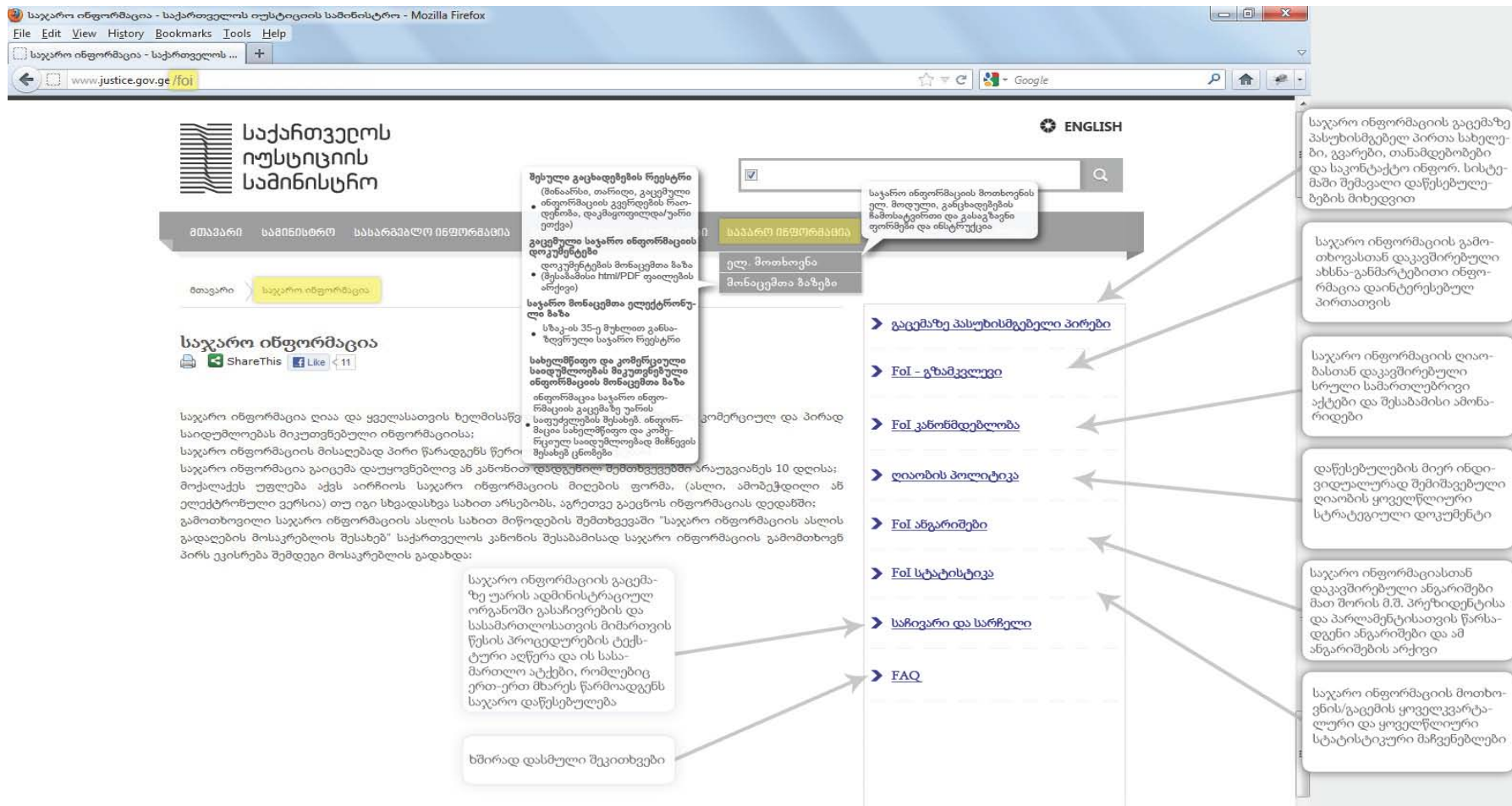
- **Cooperation with foreign countries:** Proceeding from activities of the procurement agency, the agency often requires application of foreign expertise, for which purpose meetings, trainings and other events with the representatives and partners of foreign countries and organizations are often held. Taking into account the foreign examples, the web-page should contain the following information:
  - Information about visits, their exact dates, host organization;
  - Information about the purposes of the meetings;
  - Detailed description of the issues discussed at the meetings;
  - Information about agreements and memorandums signed between the parties, if any;
  - Information about the outcome of the visits;
  - Information about trainings and projects conducted with the international organizations;
  - Information about reports concerning the activities of the agency worked out by the international organization.
- **Reports of independent organizations:** the practice of assessment of efficiency of activities of the public agency by external, non-governmental actors should also be implemented. The research defined that once in several years independent organizations assess the efficiency of the activities, accuracy of financial transactions and quality of performance of current tasks faced by foreign institutions.
- **Guide-books:** with the objective of better application of the unified electronic system of public procurement, besides the guide-book of main rules, the web-page should contain the relevant video clips. Thus, citizens will perceive and understand the functions, purpose and the rules of the application of the mentioned portal better. Also, with the objective of simplification of procedures, the web-page should contain the required standard forms for filling out tender applications.
- **Statistics:** with the objective of receiving more detailed information about procurement performed at the unified electronic system of public procurement, the web-page should contain the annual reports of agreements signed with regard to procurement of different services and goods. The unprocessed statistical data about performed procurement should also be placed at the web-page. For example, the web-page should contain the number of tenders and contracts performed by public agencies within the year.

- **Access to the unified electronic system of public procurement:** for increase of the level of access to public information, the web-page should contain unlimited access for unregistered citizens. As is known, only users, authorized in the system have access to such important documents, as the plans for procurement of the public agencies and quarterly reports of the public agencies. The uploaded reports should be presented in the digital formats, such as html, Excel, Access which can be processed.
- **Research of technical functionality:** Along with conceptual side of the electronic portal and substantive side of the services placed on it, the technical functionality of the web-page is very important. The best means for its assessment is preparation of the annual researches. The mentioned reports analyze various services and innovations implemented on the web-page. Their efficiency and drawbacks revealed during proactive implementation will be assessed. The analysis should be based on several predetermined criteria, for example, support of services placed on the portal, developed services, the quality of their implementation in practice. In addition, attention must be paid to the research of users. Namely, the statistical data of usual and active users of the portal should be gathered according to months, as well as sectors. This enables to define what kind of services are in demand among the users of the electronic resource. Their attitude towards the existing implemented technical solutions and the quality of satisfaction should also be assessed.
- **Submission of complaints and review of disputes:** For protection of the interests of the citizens the web-page must contain the procedures of appealing and review of disputes, information about rules and contact details related to filling out applications.
- **Forum:** Taking in view the international experience, for increasing of the interactive character of the unified electronic system of the public procurement and satisfaction of effective communication with the user, the forum should be initiated at the web-page. At the mentioned portal the citizens will be able to express their position with regard to different issues, raising their problems and searching for ways to resolve them. This will significantly increase the quality of service.
- **The special data system of tenders:** Information about expected tenders and their costs may be placed at the web-page, which information can be valuable for different organizations and interested persons, for better planning of their activities.
- **The annual report:** Proceeding from the activities of the Competition and State Procurement Agency, the annual report of its activities should contain specific details. Namely, proceeding from the international experience, it can reflect the following information:



- Quarterly data about public procurement;
- Different special statistical indicators;
- The number and cost estimation of the procurements implemented by the public agency;
- The interrelation/proportion of the procurements of the Ministries and the amounts spent, according to the types of procurements and their costs.

**Attachment 1: The structural sample of the web-page of the public institution**



## Statistic research of public information requests

For statistic analysis of performance of obligations defined by article 3 of the Administrative code by the target public agency, the Institute for Development of Freedom of Information, first of all, applied its own database. In 2010-2011 IDFI demanded public information from the target institutions of research. At the same time, with the purpose of performance of a full-fledged research IDFI requested from the mentioned public institutions public information request applications received in 2009-2012 and their responses. The reports on Freedom of Information status as of 2009, 2010 and 2011 (so-called December 10<sup>th</sup> reports) were compiled by the institutions in compliance with article 49 of the Administrative code and sent to administration of the President of Georgia and the Parliament of Georgia.

As a result, the statistical analysis of performance of the obligations defined by article 3 of the General Administrative Code of Georgia for Government of Ajara Autonomous Republic, the Ministry of Finance and Economy of Ajara Autonomous Republic, the Ministry of Labour, Health and Social Care of Ajara Autonomous Republic, the Ministry of Education, Culture and Sports of Ajara Autonomous Republic, the Ministry of Agriculture of Ajara Autonomous Republic, the Ministry of Justice of Georgia, the Bureau of Public Service, the Competition and State Procurement Agency, Chamber of Control of Georgia.

At the same time, as a result of analysis of the mentioned information, the issues which are most interesting proceeding from the activities of the target public agency were distinguished. Accordingly, by determining the most demanded public information, the issues recommended for proactive publication were defined.

As a result of responses on the public information requests, the drawbacks that prevent transparent and citizen-oriented activities of the target public agency were revealed.

## Research methodology

### Description of the analysis

For achieving the above-mentioned goal, the public information request applications received in 9 public institutions during 2009-2010-2011 (and in some cases 2012) were analyzed. The research embraced applications sent within the framework of Institute of Development of Freedom of Information project “Database of public information”, as well as applications sent by other physical and legal persons, which were submitted by the mentioned public institutions themselves.

## Methods

The method comprises statistic and qualitative components. The number of requests received during the given years, the importance of issues, the number of responds released in observance/violation of terms was calculated statistically. The responses released by the public institution for each request were analyzed contextually, in order to determine the compliance of the response with the request. Four main categories were marked out in this regard: complete response, incomplete response, refusal and ignoring (the mentioned system of evaluation was tested by the Institute of Development of Freedom of Information for several years-within the framework of “Public Information Database”).

The determination of the categories of responses depends on: a) the content of the application; b) response; c) rights and obligations and restrictions defined by Georgian legislation. After taking all this into account, if the information absolutely responds to the request (including the form of submission of the requested information), it is deemed to be complete; partly satisfactory response-incomplete; if the letter explains the basis for refusal to release information-reasonable refusal; and in case, if in response letter the public information requested by the application is not mentioned at all-ignoring. The responses defined according to these categories were also classified: according to years, terms, importance.

We should note the fact, that in the process of statistical research different requests (issues) listed in one application of public information request, were deemed to be separate requests.

### **The analysis of December 10 reports of target public institutions of the project**



Pursuant to article 49 of the General Administrative Code of Georgia the public institution must prepare reports of public information release and once in a year, on December 10<sup>th</sup> of each year submit them to the Parliament of Georgia and the President. The content of the report is defined by article 49 of the General Administrative Code of Georgia. It should reflect the number of public information requests, the number of decisions regarding satisfaction of the request or refusal, the name of the person making the mentioned decision, information about the legislative acts, by which the institution is guided when making a decision, as well as information about processing and issuance, expenses of appealing the refusal and court expenses.

#### **Article 49 of the General Administrative Code of Georgia. Reporting**

On December 10 of every year a public agency shall report to the Parliament and President of Georgia regarding:

- a) the number of requests to provide or modify public information provided to the agency and the number of decisions, denying the request;
- b) the number of decisions complying with or denying requests, the names of the public servants rendering those decisions and the decisions of corporate public agencies to close their sessions;
- c) the public databases;
- d) the number of violations of this Code by public servants and the imposition of disciplinary penalties upon officials;
- e) the legislative acts that served as grounds for denying access to public information or closing a session of a corporate public agency;
- f) appeals from the decisions to deny access to public information, and
- g) expenses relating to the processing and release of information and appeals from the decision to deny access to information or to close a session of a corporate public agency, including the payments made to adverse party.

Submission of the report stipulated by article 49 of the General Administrative Code of Georgia enables and simplifies the control of public information access for the government (the Parliament and the President of Georgia), as well for the public. Within the framework of the project, with the objective of study of requirements of article 49, the “Institute for Freedom of Information Development” requested from the target public institutions (the Ministry of Justice,

Government of Autonomous Republic of Ajara and the Ministries of Autonomous Republic of Ajara, the Competition and State Procurement Agency, the Chamber of Control, Public Service Bureau) reports of December 10<sup>th</sup> sent by the administrative agencies in 2009, 2010 and 2011. Unfortunately, we did not receive the mentioned information from the Competition and State Procurement Agency.

### Conclusion

The analysis reveals that, the most part of the public institutions do not take into account the provisions stipulated by article 49 of the General Administrative Code of Georgia while compiling reports. It can be said that each institution has its own standard of compiling reports. The reports submitted by one public institution are alike during all three years. Certain paragraphs are selected which have standard responses.

Out of 7 paragraphs stipulated by article 49 of the General Administrative Code of Georgia, only two paragraphs are such that contain information in all reports studied by the institute-the number of public information requests and the issue of making changes to the public information.

Comparison of reports of 2009-2011 revealed, that year in year out only the quantitative data of the requested information is changed and the existing drawbacks are not eliminated. The data reflected in the reports in most cases is not complete, does not comply with the requirements of the General Administrative Code of Georgia and proceeding from this fact, does not reflect the actual situation related to the Freedom of Information.

There is an impression, that the submission of the report about Freedom of Information by the public institution is formal and the complete information is not submitted to the superior institutions. Unfortunately, the controlling agencies treat the mentioned issue less seriously, because neither the administration of the President, nor the Parliament respond relevantly to the incomplete reports, they are not studied and do not comply with the legislation.

We think that the main factor causing the problem is lack of a standard form of the report, and the way out may be issuance of a legislative act on approval of such form by the officials.

## Recommendation

December 10 report form to be approved based on the regulatory legislative act of the leading official of the public institution.

**The form of report defined in compliance with article 49 of the General Administrative Code of Georgia on ensuring access to public information**

To the President of Georgia/the chairman of the Parliament of Georgia

Mr./Ms.

Name of the public institution

--

**a. Information about satisfying the public information requests**

The total number of public information requests	The number of satisfied requests	The decision-making public official (name, surname, position)	The expenses of processing and release of information



**b. Information about the denial of the public information requests**

The number of denied requests	The basis for denial (the relevant legislative acts)	The decision-making public official (name, surname, position)	The expenses related to appealing	The amount imposed by the court in favor of the claimant party

**c. Information about modifying the public information**

The number of requests to modify the public information	The decision-making public official (name, surname, position)

**d. The information about the public databases**

The list of public databases	The description of the public databases

**e. Information about decision made with regard to closing the session of corporate public institutions**

The number of decisions made with regard to closing the session of corporate public institution	The grounds for closing the session-the relevant legislative acts	The expenses related to appealing	The amount imposed by the court in favor of the claimant party

f.The information about the number of violations of the General Administrative Code of Georgia by public servants and applying disciplinary penalties to the responsible persons.

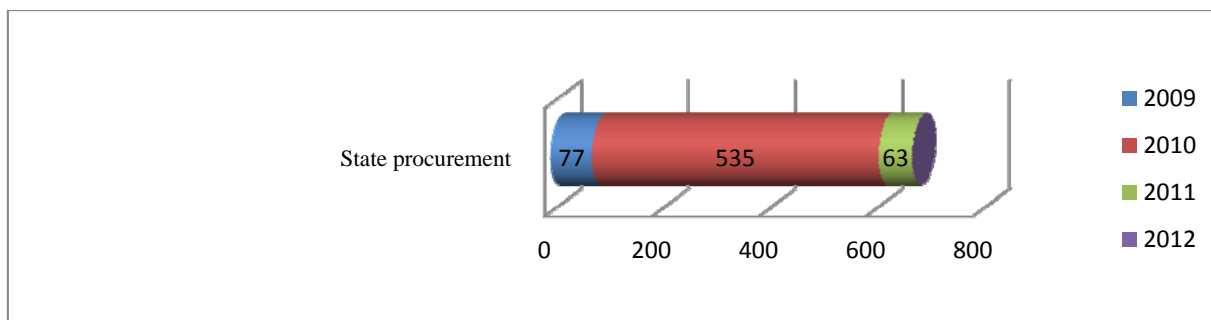
The number of violations of the requirements of the General Administrative Code by public officials	The number of disciplinary penalties imposed on officials responsible for the violations

Signature:

Date:

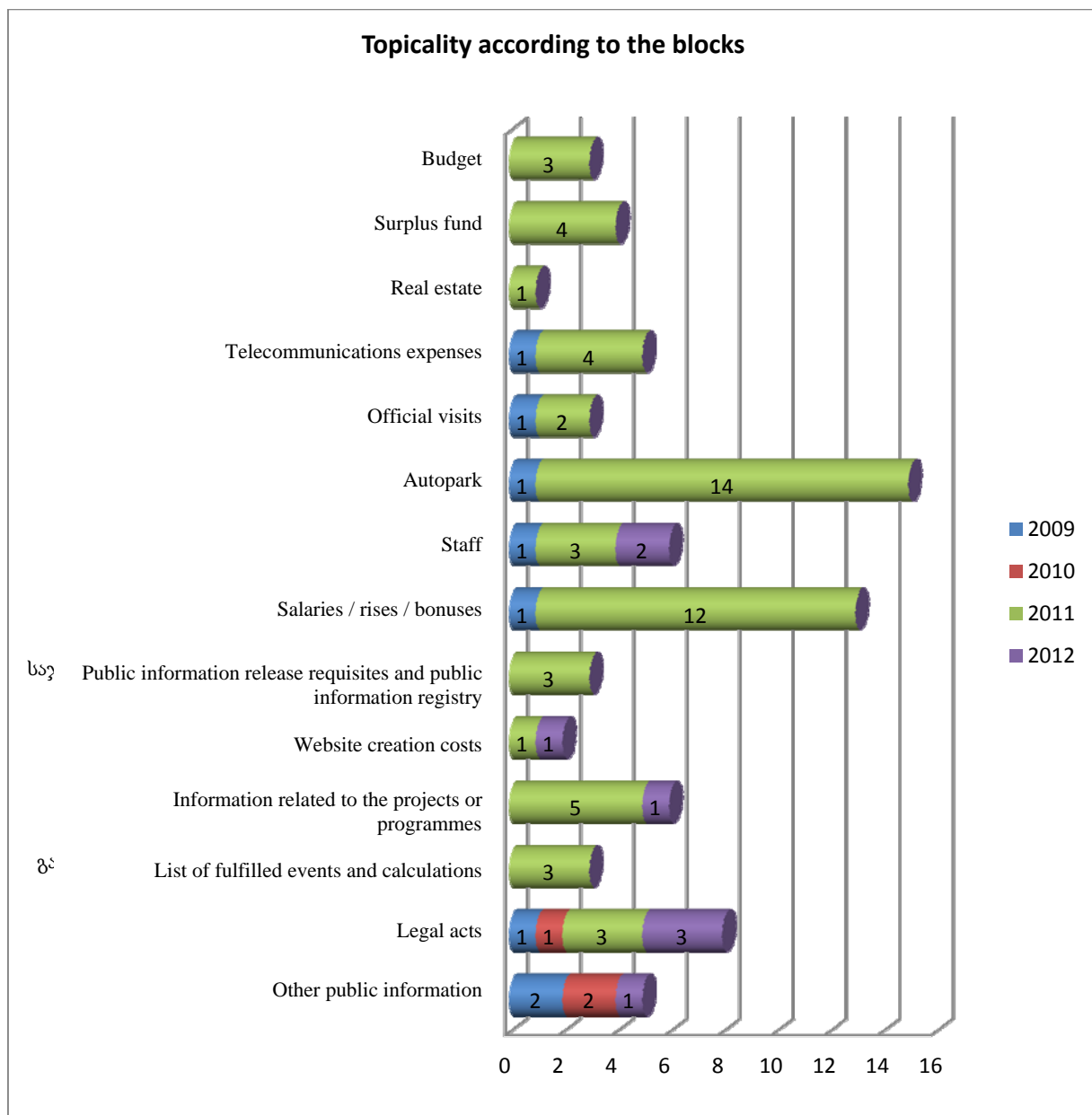
## The state procurement agency-public information requests 2009-2012

During 4 years (2009-2012) requests for 753 issues were sent to the state procurement agency. The public information about procurement was in great demand (675), and the second and the third place by urgency were taken by auto park and salaries, allowances and bonuses. In terms of tendencies, the state procurement was the most urgent issue in 2010.

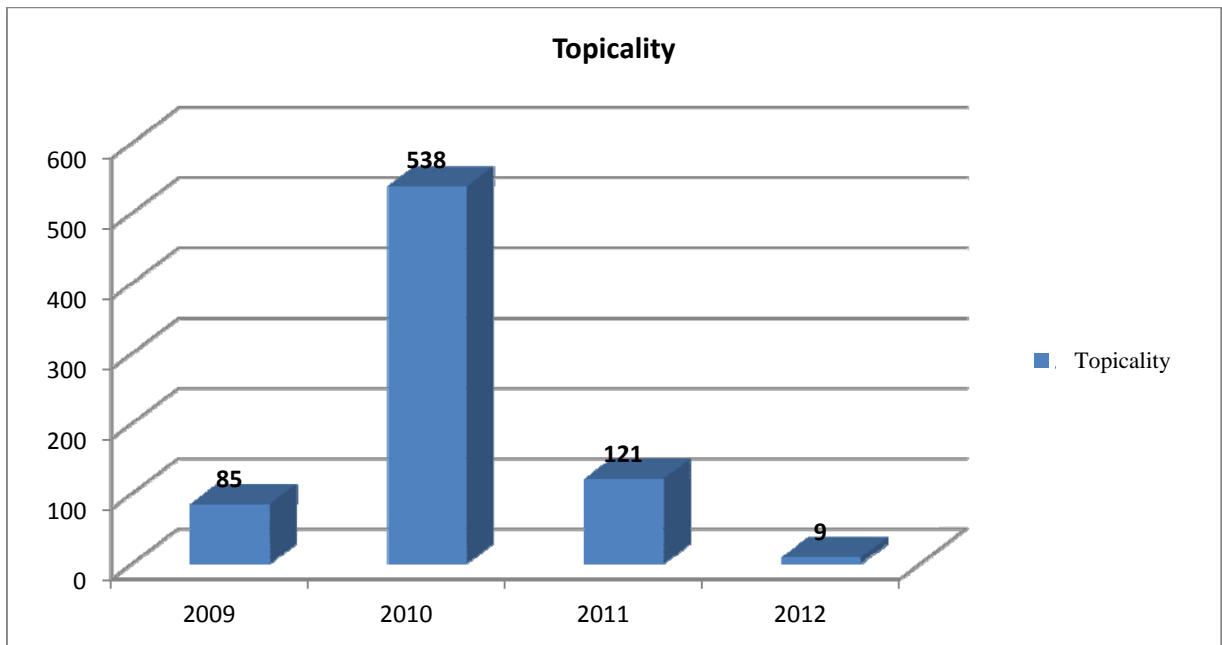


As to other applications, the only issue, which was requested during the four years covered by the research, are legislative acts (one request in 2009-2010, three requests in 2011-2012) and the public information related to the staff list of the agency (in 2009-1 request, in 2011-3 requests and in 2012-2 requests).





The tendency of public information requests received by the State Procurement Agency is changeable during the four years covered by the research. After 85 requests registered in 2009, there was an increase in 2010 up to 538 requests, and in 2011 the number of requests was 121. “International transparency Georgia” requested 521 issues in one letter only, namely tender agreements made by the enterprises in 2008-2010.



As to the contextual side of the released public information, in 96% of the cases, the response was complete and thoroughly answered the questions. Besides, in 2009-2010 the State Procurement Agency did not deny release of public information. Though, in 19 cases, the responses were incomplete-which made 2% of the total responses. And in case of 2% (total of 12 such questions) the requests were not answered.

