

**Directive No 14**  
**(issued pursuant to section 7 of the Public Procurement Act)**

**Procurement of Training Services**

1. Section 3(1) (f) states that the Act shall not apply to procurement undertaken by any public body in respect of training services. This exclusion has been motivated by the fact that in general, for training services, it is not practical to strictly apply all provisions of the Act and achieve value for money.
2. Public bodies should however perform due diligence to ensure that the procurement of training services constitutes value for money and the principles underlying the public procurement system are adhered to. These include transparency, competition (to the extent possible) and non-discrimination.
3. For any procurement of training services, the public body should consider the Civil Service College as a first option through direct procurement. The price for the services will be determined jointly by the public body and the Civil Service College.
4. Where the Civil Service College cannot undertake the specific training, the public body should follow a transparent and competitive procurement process to ensure that the best service provider is selected taking into consideration value for money and efficiency in the procurement proceedings. The public body shall maintain records showing details of procurement proceedings.
5. In exceptional circumstances, where the Civil Service College cannot undertake the required training services and it is not practical to follow a competitive procurement process, the public body may choose a training service provider directly. In such circumstances, the approval for resorting to direct procurement should be made by the Chief Executive of the public body and properly recorded. The reason for direct procurement should be justified by the fact that the nature of the training services requires that a particular service provider be selected. However, the public body should ensure that value for money is achieved.
6. The Directive takes effect immediately.

**Procurement Policy Office**  
**10 October 2013**