

**Unofficial translation**

Ministry of Finance, Finland

**Government Decree on Joint Procurement in Central Government**  
(765/2006)

By Government decision on the submission of the Ministry of Finance, the following is decreed by virtue of section 22a of the State Budget Act (423/1988) adopted on 13 May 1988, as amended by Act 447/2006:

Section 1 – *Jointly procured products and services*

- (1) The ordinary products and services, the ordinary information-technology equipment and their software intended for extensive use, and the information systems intended for shared central government use listed below may be procured using joint central government procurement procedure (products and services covered by joint procurement procedure), when procured for central government use:
- 1) Printed products and printing services
    - a) printing of envelopes, forms and visiting cards,
    - b) domestic newspapers and periodicals,
    - c) printing of books and other publications;
  - 2) Electricity, fuels and oil products
    - a) electricity,
    - b) petrol (leaded and lead-free) and diesel oil,
    - c) heavy oils and products derived from them, particularly gas oils, fuel oils, lubricating oils and lubricants;
  - 3) Office machinery and equipment, stationery and furniture
    - a) office machinery and equipment and parts and supplies for them,
    - b) office stationery, replenishment services and direct deliveries,
    - c) office furniture,
    - d) maintenance and installation services for office machinery, equipment and furniture;
  - 4) Computers and information-technology equipment, and parts and supplies for them
    - a) computers (workstations and portable equipment),
    - b) displays,
    - c) printers,
    - d) telefax equipment, copying machines and multifunction printers,
    - e) data security equipment,
    - f) parts, equipment and supplies for computers and information-technology equipment,
    - g) maintenance and installation services for computers and information-technology equipment,
    - h) televisions, image recorders and digital set top boxes;
  - 5) Information systems and software
    - a) office systems, basic office software, software licences and software updates,
    - b) information systems and information system services for financial administration,
    - c) information systems and information system services for personnel administration,

- d) information systems and information system services for travel management and reservations,
- e) document management and archiving systems,
- f) platform and components for electronic services and communication,
- g) software and services allowing information system compatibility,
- h) information systems, software and services allowing identification of persons and companies in electronic services and communication,
- i) data security software and services,
- j) electronic mail systems,
- k) services for using, maintaining and supporting information systems, software and equipment and user and specialist training;
- 6) Telecommunications and voice communications
  - a) telecommunications and telecommunications services,
  - b) voice connections, voice services and relaying of messages,
  - c) telephone equipment;
- 7) Vehicles and vehicle services
  - a) passenger cars and minivans (including those convertible to special uses),
  - b) vans and their chassis, pick-up vehicles and minibuses (including those convertible to special uses),
  - c) cross-country vehicles and four-wheel drive vehicles (including those convertible to special uses),
  - d) light and heavy lorries,
  - e) tyre and maintenance services,
  - f) chartered vehicle services;
- 8) Travel services
  - a) air transport services used for domestic and foreign travel,
  - b) hotel and other accommodation services used for domestic and foreign travel,
  - c) travel agency services;
- 9) Certain other services
  - a) occupational health care,
  - b) cleaning equipment and property maintenance equipment and services,
  - c) services concerning the employment of public servants and other employees,
  - d) goods transport and removal services,
  - e) travel insurance covering the official journeys of central-government public servants and employees,
  - f) charge card solutions for central government,
  - g) leasing services (computers, information-technology equipment, office machinery and equipment, office furniture, and vehicles).

Section 2 – *Ministry of Finance decision on joint central government procurement*

- (1) The Ministry of Finance shall, by its decision, issue an order on which of the products and services referred to in section 1 are to be included in a joint central government procurement.
- (2) The decision referred to in subsection 1 above may also contain orders on the launching of and timetable for the preparations for the joint procurement procedure, on a more detailed description of the product or service to which competitive tendering is to apply, on the timetable of the joint procurement procedure, on the competitive tendering planning group, on the extent and division of the joint procurement, on the target group of the joint

procurement, on the limits to the scope of application of the joint procurement procedure, on the joint procurement unit, on the signing of the procurement contract, on the provision of information concerning the competitive tendering and the procurement, and on other matters concerning the preparation and implementation of the joint procurement.

- (3) A government agency may not invite competitive tenders for the products and services covered by joint procurement procedure that under the decision referred to in subsection 1 shall be procured as joint procurement when the joint procurement procedure is under preparation or being implemented or during the validity of a joint procurement contract concluded on the basis of the competitive tendering provisions laid down in section 22 a (2) of the State Budget Act (423/1988).
- (4) If, for a special reason referred to in section 22 a (2) of the State Budget Act, a government agency organizes the procurement of the products and services covered by joint procurement procedure that under the decision referred to in subsection 1 shall be procured as joint procurement, in a manner other than joint procurement it must specify the special reason in the procurement decision.

#### Section 3 – *Joint procurement unit*

- (1) The Ministry of Finance shall, by its decision, designate a procurement unit for joint central government procurement (joint procurement unit), which is responsible for inviting competitive tenders in joint procurement and for adhering to procedures concerning public procurement.
- (2) The joint procurement unit shall make the procurement decision and sign the procurement contracts. The Ministry of Finance may, by its decision, order that the procurement contracts shall also be signed by another government agency mentioned in the decision.
- (3) The joint procurement unit shall notify government agencies of the competitive tendering, the procurement decision and the application of the contract concluded on the basis of competitive tendering. By Ministry of Finance decision, the notifying may, however, be made a responsibility of another government agency or another joint procurement unit.

#### Section 4 – *Joint procurement planning group*

- (1) The joint procurement unit shall convene a planning group preparing the competitive tendering procedure unless there is a separate Ministry of Finance decision on the planning group.
- (2) At least the requirements laid down for products and services covered by joint procurement procedure for which the competitive tendering applies, extent of procurement, the most important user groups and the expertise required by the technical and commercial procurement specifications.
- (3) The Ministry of Finance shall, by its decision, appoint the chair of the planning group.

#### Section 5 – *Entry into force*

- (1) This Decree enters into force on 8 September 2006.
- (2) This Decree does not apply to procurement for which contract notices have been issued before the entry into force of this Decree.