

Literacy of Contracts for the Procurement of Goods and/or Services to Village Government Officials

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Abstract

Introduction: The suboptimal use of village funds is due to the lack of understanding and knowledge among village government officials and Human Resources (HR) regarding proper procurement procedures, including drafting effective procurement contracts. This suggests that procurement of goods and services could potentially lead to legal issues.

Purposes of The Devotion: The purpose of this community service is to transform information and legal knowledge related to the technique of Procurement of goods and/or services contract drafting from Village funds and village fund allocations.

Method of The Devotion: The outreach activities are carried out by conveying counseling, discussions and training.

Results Main Findings of the Devotion: Improving the understanding of staff government Sanahu village regarding contract procurement for goods and/or services is carried out to provide education on agreement law in the implementation of procurement whose funding sources come from Village Funds and Village Fund Allocations. The legal education provided is to provide an understanding of the basic concepts of agreement law, dissemination of the procedures procurement for goods and/or services in the village; and training in procurement contract drafting using simple position cases related to the procurement of office stationery for staff government Sanahu village.

Keywords: Literacy, Contract, Procurement Goods and/or Services.

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INTRODUCTION

The use of village funds in their absorption is sometimes not optimal, this is due to the lack of understanding and knowledge of Village Government Officials and Human Resources (HR) in the village who understand the proper procurement procedures. With the large village budget provided by the government making it a challenge for the eradication of corruption, if the village head and village officials do not have the understanding and ability to manage village funds, then village funds will be vulnerable to being used as a source of corruption¹. In addition, there is a lack of understanding in drafting a good procurement contract, so that the procurement of goods and services is indicated to cause legal problems.

Responding to the needs of the community, Community Service activities were carried out as a form of transformation of information and legal knowledge related to contracts for

¹ Gagot Sulisty, Nurbaedah. "Pelaksanaan Pengadaan Barang Dan Jasa Berdasarkan Peraturan Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah Nomor 12 Tahun 2019 Tentang Pedoman Penyusunan Tata Cara Pengadaan Barang/Jasa Di Desa (Studi Kasus Pada Desa Gemenggeng Kecamatan Pace Kabupaten Nganjuk)". *Mizan: Jurnal Ilmu Hukum* 14, no. 1 (2025), p. 199.

the procurement of goods and/or services for the community and Sanahu State government officials to provide legal education in the implementation of the procurement of goods and/or services whose source of financing comes from the Village Fund and Village Fund Allocation. The legal education provided is to provide an understanding of the basic legal concepts of agreements, procedures for procurement of goods and/or services in the village as well as by providing training on the preparation of contracts for the procurement of goods and/or services using simple position cases related to the procurement of office stationery needs for Sanahu State government officials.

METHOD OF THE DEVOTION

The methods used are legal counseling to the community and Initial approach and field observation: The initial approach and field observation were carried out by the Community Service Team to explore and find an overview related to the condition of the socialization target in Negeri Sanahu, Elpaputih District, West Seram Regency. In addition, the field team made an approach to convey the purpose of implementing Community Service activities so that good cooperation was established between the two parties. Socialization of Activities: Socialization is carried out by conveying information and legal knowledge; dissemination of Procurement Procedures for Goods and/or Services in the Village; and training on the preparation of contracts for the procurement of goods and/or services

RESULTS AND DISCUSSION

A. Procedures for Procurement of Goods and/or Services in the Village

The provision of Village Funds is a form of support, encouragement and assistance to the village government to meet its needs. Therefore, everything related to the use of village funds must be done in accordance with the applicable laws and regulations related to village financial management.² Village financial management is regulated in Government Regulation Number 43 of 2014 concerning Implementation Regulations of Law Number 6 of 2014 concerning Villages, as amended by Government Regulation Number 47 of 2015, juncto Regulation of the Minister of Home Affairs Number 113 of 2014 concerning Village Financial Management, defining village financial management as all activities that include Planning, Implementation, Administration, Reporting both periodically and final reports on the use of funds village, Each stage will be discussed as follows:

1. Planning Stage

Planning can be interpreted as a scope of actions or activities of actors who manage Village Funds with a specific purpose, namely to solve existing problems. The Village financial planning document includes the Village Medium-Term Development Plan which is then described into the Village Development Work Plan which is prepared based on the results of the agreement in the Village deliberations. The Village Deliberation will be held no later than June of the current budget year.

The compiler of the village development plan is in accordance with the authority of the village government by referring to the development planning of the Regency or City which in principle is a process that knows no end and to achieve satisfactory results must consider

² Aenaya Fitriyanti, Eni Indriani, Aditya Bayu Suryantara, "Efektivitas Pengelolaan Alokasi Dana Desa Dalam Pembangunan Desa Wisata Di Desa Jatisela Kecamatan Gunungsari Kabupaten Lombok Barat", *Jurnal Risma*, 2, no. 1, (2022), p. 44

the conditions in the future. Village development planning is regulated in various laws and regulations, namely in Article 79 and Article 80 of Law Number 6 of 2014 concerning Villages, Articles 114 to 120 of Government Regulation Number 43 of 2014 which is amended by Government Regulation Number 47 of 2015, and specifically regulated in the Regulation of the Minister of Home Affairs Number 114 of 2014 concerning Village Development Guidelines.

The village government prepares village development planning in accordance with its authority by referring to district/city development planning. Village development planning is prepared in a timely manner including: a) Village Medium-Term Development Plan for a period of 6 (six) years; and b) Village Annual Development Plan or Village Development Work Plan, which is an elaboration of the Village Medium-Term Development Plan for a period of 1 year

The results of procurement planning in the Village Development Work Plan are announced by the Village Head through information media that is easily accessible to the community, at least on the Village announcement board. The procurement planning announcement contains, at least, Activity Name, Procurement Value, Type of Procurement, Output (consisting of volume and unit), Name of Activity Management Team, Location; and Implementation Time. This Procurement Planning is a reference in the preparation of Village Activity Plans and Budgets and Village Activity Work Plans.

Village development planning, is very determined in the preparation of the Village Medium-Term Development Plan and the Village Development Work Plan by the village government, therefore it is an important task for the village head in supporting village development planning is to form a team to prepare the Village Medium-Term Development Plan and the Village Development Work Plan, in the preparation of these two development plans, the village government is obliged to hold a Village Development Planning Conference participatory manner by including community elements to determine priorities, programs, activities, and needs for village development by paying attention to the direction of district/city development planning policies. Community elements based on the provisions of Article 27 Paragraph (3) of Ministerial Regulation Number 21 of 2020 are traditional leaders, religious leaders, local education leaders, representatives of farmer groups, fishermen groups or business groups, women's organizations or groups, children's forums, health cadres, environmental activists or observers, youth groups or students, and other organizations or groups in accordance with the objective conditions of the village.

The Draft Village Medium-Term Development Plan at least contains an elaboration of the vision and mission of the elected village head, the direction of village development planning policies, priority programs, benefits, program locations, estimated work volume, implementation time, sources of financing and work implementation patterns. The Village Medium-Term Development Plan that has been prepared is then discussed in the musrembangdes to be agreed, and then stipulated in the form of a Village Regulation.

The Village Development Work Plan is an elaboration of the Village Medium-Term Development Plan for a period of 1 (one) year in accordance with information from the regency/city local government related to the village indicative ceiling and government activity plans both provincial and regency/city. The Village Development Work Plan contains a plan for the implementation of village government, the implementation of development, community development, and the empowerment of the village community,

which is determined by the village government in July of the current year, which is stipulated by village regulations.

Rancangan Rencana Kerja Pembangunan Desa yang disusun oleh tim yang dibentuk oleh kepala desa, harus diperiksa oleh kepala desa dan disertai dengan berita acara, kemudian rancangan tersebut disetujui oleh kepala desa. Apabila dalam pemeriksaan ada hal-hal yang tidak disetujui, maka kepala desa dapat meminta tim untuk melakukan perbaikan dengan tidak menambah kegiatan baru. Rencana Kerja Pembangunan yang telah disetujui ditetapkan dengan Keputusan Kepala Desa, dalam hal perencanaan pembangunan desa yang telah dirumuskan dalam Rencana Pembangunan Jangka Menengah Desa yang dijabarkan lebih lanjut dalam Rencana Kerja Pembangunan Desa yang memuat kerangka program, prioritas pembangunan desa serta rencana kegiatan dan pendanaannya telah diputuskan dalam Musrembangdes.

The Village Medium-Term Development Plan or Village Development Work Plan that has been planned in the Village Development Planning Deliberation may undergo changes. Changes to the Village Medium-Term Development Plan and/or Village Development Work Plan must be discussed and agreed upon in the village development planning deliberations and subsequently determined by the Village regulations. The planning matrix made by the Community Development Team and can be used by the Sanahu State government and its servant apparatus in preparing the plan, is as follows:

No	Activity Name	Implementati on Time	How to Implement	Payment Methods	Source of Funds	Total Budget	Information
1.	Office Stationery Defense	February	Provider	Immediately	Village Fund	IDR.75 juta	At the beginning of the year so that the knowledge can be practiced immediately
2.	Construction of Farmer Roads	May	Self- Managing	Immediately	Village Fund	IDR.150 Juta	Preparations for March, the rainy season is forecast to be over

The matrix created for village financial management implementers can be a guideline in carrying out their duties. As for the Village Head, the matrix will be useful for monitoring the duties of his subordinates. There are at least several benefits that can be reaped from the village budget implementation planning matrix as follows: a) Providing directions; sometimes it is still found that the Section Heads and Heads of Affairs only focus on their technical tasks. In fact, they also have the function of implementing village financial management, with a planning matrix for the implementation of the village budget, it is expected to direct the Section Heads and Heads of Affairs what must be done month after month to achieve the targets that are their responsibility in the context of village development as well as their financial responsibility. This matrix must be guided as an order from the Village Head to the Head of Section and the Head of Affairs in carrying out the

Village Revenue and Expenditure Budget both from a technical and financial perspective; b) Reduce the risk of failure; Careful planning will reduce the failure of the implementation of activities due to uncertainty, with the existence of a matrix of Section Heads and Heads of Affairs having a definite timeline from preparation to implementation of an activity. Proper planning will minimize the failure of activities due to the imprecision of choosing the implementation time, for example the construction of river walls during the rainy season or the water discharge is high. Planning work related to weather and seasons should refer to official information issued by the Meteorology, Climatology, and Geophysics Agency; c) Reduce the burden of financial accountability and financial responsibility; Harmonization by the Village Secretary on the proposed implementation time proposed by Kaur and Kasi will avoid overlapping activities, for example between new construction work and maintenance of existing infrastructure, as well as clashes in terms of implementation time, with a precise matrix that will reduce the potential for work build-up at the same time. In addition, with the decentralization of accountability by each Section Head and Head of Affairs, there will be no accumulation of accountability in the Head of Financial Affairs. Accountability work will be distributed among the Section Head and the Head of Affairs, while the Head of Finance only compiles; d) To be a means of control; Budget implementation planning can be a tool of supervision and control by the leadership, the Village Secretary and the Village Head, with this matrix, the leadership can monitor whether the plan is carried out on time and remind the Section Heads and Heads of Affairs if there are plans that are not implemented. In addition to controlling from the time side, the matrix can also be used for control from the budget side, supervising so that it does not exceed the available budget; e) To be a decision-making tool; The Village Head uses the village budget implementation planning matrix to evaluate activities. After periodic evaluation, the Village Head then decides whether to accelerate an activity from the planned time, postpone the implementation time, or replace it with another more urgent activity.

2. Procurement Preparation Stage

The procurement of goods and services in the village is the same as the procurement of goods and services in general in accordance with Presidential Regulation Number 54 of 2010 concerning the Procurement of Goods and Services which has undergone several changes, so the procurement of goods and services in the village can be carried out self-managed or by using goods/service providers.

The preparation for the procurement of goods and services in a self-managed manner begins with the preparation of procurement documents by the Head of Section or the Head of Affairs as an element of the village secretariat staff based on the Budget Implementation Document ahead of the implementation of self-management activities consisting of:³ a) the schedule for the implementation of activities; b) plan for the use of labor, material requirements, and equipment; c) A picture of the work plan (if required); d) technical specifications (if required); and e) Budget Plan and Procurement Costs.

The Procurement Budget and Cost Plan is the basic reference for the implementation of projects or procurement works. The preparation of the Budget Plan and Procurement Costs in the Village is carried out by the Head of Section and the Head of Affairs using data or information on market prices in the local village or prices in the nearest village from the

³ Lampiran Peraturan LKPP Nomor 12 tahun 2019, Bab II tentang Persiapan Pengadaan PBJ, Huruf A tentang Persiapan Pengadaan Secara Swakelola

local village, in the event that there is a difference between the Budget Plan and Procurement Costs and the Budget Plan and Costs in the Budget Implementation Document, as long as it does not exceed the ceiling value of the details of the shopping object, procurement can be continued by first revising the Budget Plan and Costs on the Budget Implementation Document, in the event that there is a difference between the Budget Plan and Procurement Costs and the Budget Plan and Costs in the Budget Implementation Document that exceeds the ceiling value of the details of the expenditure object, the procurement cannot be continued and the Head of Section / Head of Affairs reports to the Village Head.⁴

After the self-management procurement preparation stage has been fulfilled, the Head of Section / Head of Affairs submits procurement documents to the Activity Management Team, which is a team formed to assist the Head of Section / Head of Affairs in carrying out procurement activities of goods/services which due to their nature and type cannot be done by the Head of Section / Head of Affairs alone.

Procurement of goods and services in the village can also be carried out by using the service provider, where in the procurement preparation stage the Head of Section / Head of Affairs prepares preparation documents based on the Budget Implementation Document consisting of: a) Time of work implementation; b) A drawing of the work plan (if required); c) Framework of Reference/technical specifications (if required)/list of quantities and prices (if required); d) Self-Estimated Price; and e) Draft Letter of Agreement.

The Self-Estimated Price in the preparation document is the self-estimated price set by the Head of Section / Head of Affairs prior to the implementation of procurement activities through the Provider by referring to the market price. The market price is obtained by searching for information about the price of goods/services in the local village and/or other surrounding villages, ahead of the selection of Providers. The preparation and determination of the Self-Estimated Price is calculated by using data/information, among others, the market price in the local village; or the price in the nearest village of the local village, in the event that the goods/services needed are not available in the local village, Taking into account the Value Added Tax, and Taking into account the transportation costs (if the goods held must be transported to a place that requires transportation costs), in the event that there is a difference between the Self-Estimated Price and the Budget Plan and the Cost in the Budget Implementation Document, As long as it does not exceed the ceiling value of the details of the expenditure object, procurement can be continued by first revising the Budget and Cost Plan on the Budget Implementation Document, but when it exceeds the ceiling value of the details of the expenditure object, the procurement cannot be continued and the Head of Section / Head of Affairs reports to the Village Head.

3. Implementation Stage

The implementation of procurement of goods and services in the village can be carried out in a procedural manner that can be carried out in a self-managed manner, namely the implementation of procurement by the Activity Implementation Team by involving the community, or by using the provider of goods or services. The implementation of procurement of goods and services in the village is self-managed based on the Regulation of the Government Goods/Services Procurement Policy Institution Number 12 of 2019, in Chapter III, carried out with guidelines including: a) The Activity Management Team

⁴ Ibid

conducts discussions of activities that produce records of the results of the discussion; b) If necessary, the Activity Management Team determines the resource persons/workforce with the provision that the resource persons can come from the local village community, district/city regional apparatus organizations, and/or professionals and/or Workforce preferably from the local village community; c) The Activity Management Team prepares a report on the results of the implementation of the activity equipped with documentation of the activity; d) In carrying out self-management activities, the Activity Management Team utilizes facilities / infrastructure / equipment / materials / materials that are recorded/controlled by the Village, in the event that the implementation of Swakelola requires infrastructure/equipment/materials/materials that are not owned/controlled by the Village, then the Activity Management Team carries out the Procurement of Goods/Services through the Provider.

Self-management activities can be carried out by involving the role of the community. At the time of the procurement activity, the Activity Management Team conducts a discussion of activities where the results of the discussion are poured into the Discussion Result Notes, can be in the form of meeting minutes that write down the things discussed in the discussion forum, in the implementation of labor procurement preferably comes from the community in the local village. Through these provisions, it is hoped that when self-management activities are carried out, the involvement of the local community will be very important. The procurement activities held will require and absorb labor so that community empowerment in the village can be carried out. Throughout the implementation of procurement activities, the Activity Management Team must document activities to be included in the report on the results of the implementation of activities. It should be noted that when carrying out self-managed procurement activities, the Activity Management Team must be able to utilize the facilities, infrastructure, equipment, materials, or materials that are recorded and controlled by the village as much as possible and full of responsibility.

Although the activity is carried out by the Activity Management Team, the Head of Section/Head of Affairs still carries out the task of controlling the progress of the implementation of activities and the use of resource persons, labor, infrastructure, or equipment and materials. All work activities at the work site are recorded as daily or weekly reports containing a comparison table between the plan and the realization for the purpose of control and supervision.

After the work is completed, the results of the procurement implementation are reported by the Activity Management Team to the Head of Section/Head of Affairs through the Work Implementation Results Report and then announced through the Announcement of the Results of Procurement Activities in a self-managed manner signed by the Chairman, Secretary, and Members of the Activity Management Team. The announcement contains the name of the activity, the value of procurement in rupiah, output, the location of the procurement activity, and the schedule for the implementation of the activity. For construction work, the announcement of procurement results is carried out at the work site where procurement activities are carried out. This is done so that the community gets transparent information about goods/services procurement activities and budget utilization in the village. The results of control activities can be used as a basis for the Head of Section/Head of Affairs to evaluate the implementation of activities. If a discrepancy is found, the Head of Section/Head of Affairs will ask the Activity Management Team to carry out improvements to targets and realization of work implementation.

The implementation of procurement activities through the Provider is carried out to meet the needs of goods/services in order to support the implementation of self-management or shopping activities that cannot be carried out with self-management or the necessary materials/tools/materials require the involvement of other parties such as the rental of heavy equipment, the procurement of development consultants, the procurement of computers, internet network subscriptions, and the procurement of motor vehicles. Procurement. The selection of providers of goods and services must prioritize providers from the local village, if there is no service provider that meets the requirements, then the provider is chosen from elsewhere.

The implementation of procurement by service/goods providers is carried out based on procurement preparation documents prepared by the Head of Section/Head of Affairs. Implementation can be carried out by direct purchase, based on bid requests, or auctions: a) Direct purchase is a procurement method that is carried out by buying/paying directly to 1 (one) Provider by the Head of Section/Head of Affairs or Activity Management Team. Request for Quotation is a method of Procurement by buying/paying directly with a written request for quotation to at least 2 (two) Providers made by the Activity Management Team. Auction is a method of selecting Suppliers for all work that can be participated by all eligible Suppliers after previously the Activity Management Team made an announcement of the procurement of goods/services as described in the preparation stage. Direct purchases are carried out for work packages up to IDR.10,000,000,- (ten million rupiah); b) The implementation of procurement through the Request for Quotation method requires complete preparation and implementation documents. At the stage of procurement preparation through the provider, The Head of Section/Head of Affairs has prepared several preparatory documents which are then submitted to the Activity Management Team to be continued to the implementation stage. The Activity Management Team then asks for written bids from at least 2 (two) providers. The request for quotation is accompanied by technical requirements documents such as work implementation schedules, work plan drawings, Work Terms of Reference, technical specifications, and business truth statements. The request for quotation document is a reference for the Activity Management Team to evaluate the offer from the provider and select one provider that is considered capable of providing goods/services according to the needs. Request for quotation is carried out for procurement packages up to IDR. 200,000,- (two hundred million rupiah); c) In the method of implementing the procurement of goods/services in the village through the provider with the Auction method, the method used for procurement packages above Rp. 200,000,- (two hundred million rupiah), which can be carried out as follows: (1) Auction announcement which can be submitted along with the auction invitation, bid letter, registration and collection of auction documents, minutes of bid evaluation results, minutes of negotiations, and documents determining winners; (2) The stages of procurement of goods/services by the Auction method begin with announcing the procurement carried out by the Activity Management Team. Announcements are made through information media that are easily accessible to the public, at least on the notice board at the Village office; (3) At the same time as the procurement activities are announced, the Activity Management Team may send a written invitation to the Provider to participate in the Auction; (4) Prospective providers register and collect Auction documents submitted by the Activity Management Team. After the prospective provider prepares and completes the offer

document with the fulfillment of administrative, technical and price requirements, the offer document is submitted to the Activity Management Team for evaluation.

The Activity Management Team selects the provider with the lowest price quote. The results of the evaluation conducted by the Activity Management Team are outlined in the Minutes of the Auction Evaluation Results. If only 1 (one) provider passes the evaluation, the Activity Management Team conducts negotiations (bargaining) with the provider. If more than one provider passes and offers the same price, negotiations (bargaining) are carried out with that provider. Negotiations were carried out on technicalities and prices. The results of price negotiations with prospective providers are poured into the Minutes of Negotiation Results. The Event Management Team assigns the provider with the lowest bid price as the winner to carry out the work and is documented through the Winner Determination document.

4. Procurement Reporting or Handover Stage

At this stage, the Activity Management Team is tasked with reporting to the Head of Section/Head of Affairs regarding the progress of the implementation of procurement or the implementation of procurement that has been completed either by self-management or by using a service provider according to the agreement, accompanied by supporting documents. The report provided by the Activity Management Team must be accompanied by supporting documents, Ending with the signing of the Handover Minutes for self-management work from the Activity Management Team to the Section Head/Head of Affairs, Handover Minutes for work through the provider of goods or services to the Section Head/Head of Affairs, procurement inspection report by the Activity Management Team, Handover Minutes of work from the Section Head/Head of Affairs to the Village Head, and notification from the provider to the Activity Management Team / Head of Section / Head of Affairs that the work has been completed. Procurement documents must be archived and accessible to parties who have the authority to conduct supervision.

B. Procurement Contract Materials /Goods and Services in the Ideal Village

The contract for the procurement of goods and/or services is an important instrument in the procurement preparation stage, because the procurement contract is a legal payment in providing protection to the parties for the user and the provider of goods and/or services in the implementation of the procurement. The contract consists of the opening part, the comparison, the recital or premise, the content of the contract and the closing. The opening in the contract is the opening part that includes the title of the contract that is formulated briefly and clearly and explains the intention of what is agreed, the contract number, the day, date, month, year and place where the contract was made.

The second part of *this anatomy of contract* is comparison, which explains the identity of the parties, including the names, titles and addresses of the parties. If the parties are legal entities or business entities that are not legal entities, then the deed of incorporation must be included, in this section the position of the parties is also mentioned, whether as the First Party or the Second Party. The position of these parties is also a pronoun for the parties, so that the contractual clauses made no longer mention the identity of each party. The First Party in this agreement letter is usually the government while the Second Party is the provider.

A recital or premise is a part of a contract that explains the intent and purpose of the parties to make and be bound in a contract. The content of the contract (*condition of contract*) is a provision agreed upon by the parties, in the form of a clause. Even though it is in the procurement preparation stage, one of the tasks of the Activity Management Team is to formulate and determine a draft contract which of course is also based on the provisions of the Regulation of the Head of the Government Goods/Services Procurement Policy Institution Number 12 of 2019, where the procurement of goods and/or services in the village is carried out based on an agreement letter that at least contains: a) The date and place of the agreement; b) The parties to the agreement; c) Scope of work; d) Value of work; e) The rights and obligations of the parties; f) The duration of the work implementation; (g) A state of emergency; and h) Sanctions.

The content of the contract consists of clauses that are the wishes of the parties. A contract for the procurement of goods and/or services in the village is a contract in which one of the parties is the village government, so the contract that is prepared is not only based on what is the will of the parties but must also be in accordance with the provisions stipulated in laws and regulations including the regulation of the head of the Government Goods/Services Procurement Policy Institute, but the parties may also agree on other matters beyond those stipulated, if deemed necessary to be agreed. This is in line with the principle of freedom of contract as stipulated in Article 1338 of the Civil Code.

Contractual clauses are divided into general terms and special terms. General terms and conditions are provisions that can be applied to all types of contracts, divided into 2 parts, namely general terms and special provisions. General provisions in the general terms of contracts for the procurement of goods and/or services in the village include: 1) Definition, which is a description or understanding of the terms used in the contract; 2) Period, namely provisions regarding the period of implementation of work and the period of management until the submission of work results, which is usually referred to as "days" (written in numbers and letters); 3) Job Handover, which is a provision that clearly outlines the procedure for handing over work, and also the obligations of the parties after handover; 4) Contract Amendment or *addendum* is a provision regarding contract changes, which can occur if there is a change in the scope of work in the contract or a change in the time of execution of work. Contract changes can only be made if there is agreement between the parties; 5) Termination of Contract is a provision regarding when a contract can be terminated, the right of the parties to terminate the contract unilaterally; 6) Dispute Resolution means the provision regarding the settlement of disputes or disputes between the parties to the contract; 7) Compensation is a provision regarding compensation that must be given by one party as a result of non-fulfillment of promises or injury of promises that cause losses to the other party.

Special provisions that are part of the general terms of the contract are provisions that apply specifically to contracts, so these special provisions are provisions that specifically apply to the type of work such as construction. Special provisions for construction work service contracts include: 1) Cost adjustment is a provision regarding contract prices that can change due to cost adjustments. The calculation of cost adjustment must be adjusted to the applicable regulations including the currency used for cost adjustment in accordance with the agreement of the parties; 2) Work Results Report, which is a provision that states the obligation of the provider to provide a report to the Activity Management Team on the development of work results, in this clause also, the reporting procedure and period must

be clearly stated. The report provided must also be accompanied by documentation; 3) Change of job, i.e. provisions that regulate additional or less work.

The final part of the contract preparation is the signing of the contract by both parties, as a sign that the contract to be worked on is approved by both parties, and is a form of agreement on all the substance of the contract made by the parties, with the signing of the contract by the parties who are legally entitled to make the agreement, then the contract for the procurement of goods and services in the village becomes valid and binding for the parties in this case. The holder of the Village Financial Management Power is the Village Head as a user of goods and services and the legal representative of the service provider who is authorized to make the agreement.

After the presentation of the material by the Community Service team, it was then continued with questions and answers and discussions with the participants. Community Service activities were then continued by providing assistance to Village Government Officials related to the preparation of contracts for the procurement of goods and/or services using simple case examples related to the procurement of office stationery needs, this was done so that the contracts prepared by state government officials in accordance with the contract structure and the spirit of the contract for the procurement of goods and/or services. Community Service activities by the team have achieved the goals, objectives and benefits of Community Service where the Sanahu Village Government Officials and the Community have understood and obtained information about the contract for the procurement of goods and/or services, and are able to compile an example of a contract for the sale and purchase of goods whose financing is sourced from the Village Fund and the Village Fund Budget.



Picture: Presentation of material by resource persons and continued with a question-and-answer session

CONCLUSION

Legal education related to the procurement of goods and/or services sourced from the Village Fund Budget and Village Fund is based on the background that in practice so far the village government officials have been in the procurement process in accordance with what has been planned in advance in the village musrembang and also policy procurement. Regarding the procurement of goods and services that are policy, sometimes the agreement made is not in accordance with the legal provisions of the agreement. The procurement procedure for goods and/or services determined based on the provisions of the law includes the planning, preparation, implementation, reporting or handover stages of procurement. Literacy in the form of counseling is given a deep understanding of the procedures for procurement of goods and/or services based on the provisions of the law to

the Sanahu State Government Apparatus and the community. Literacy in the form of training is provided to Village Government Officials related to the preparation of contracts for the procurement of goods and/or services by using simple case examples of positions related to the procurement of office stationery needs. It is carried out so that the contracts prepared by state government officials are in accordance with the contract structure and the spirit of the contract for the procurement of goods and/or services.

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