# PPADB CIRCULARS FOR YEAR 2011

# PPADB CIRCULAR NO: 2 of 2011
(Made in terms of Section 27 of the PPAD Act)

TBG 142 III (2) Exch

1st March 2011

The Permanent Secretary to the President
All Permanent Secretaries
The Commander, Botswana Defence Force
The Commissioner of Police
Auditor General
The Registrar of Court of the High Court of Botswana
The Director, Directorate on Corruption and Economic Crime
The Ombudsman
Clerk of the National Assembly
Attorney General
The President, Industrial Court
The Secretary, Independent Electoral Commission
All District Commissioners
All Chairpersons, Ministerial Tender Committees

Dear Sir/Madam:

## REQUEST FOR SUBMISSION OF PROCUREMENT SCHEDULE/PLAN FOR 2011/2012 FINANCIAL YEAR

Kindly refer to the above subject matter.

Pursuant to Regulation 12(d) of the PPAD Regulations of 2006, where it is required that the Procuring Entities(PE's) should have procurement plans to avoid inordinate cost overruns and delays in the process of tender vetting, adjudication and award, addressees are kindly requested to prepare and submit procurement plans for the financial year 2011-2012. This will enable PPADB to facilitate PE's to deliver services on time.

The plans are aimed at ensuring a systematic procurement method and to steer away from the rush to spend pattern where the PPADB and its committees are inundated with adjudication requests during the last two to three months of the financial year. It needs not be overemphasized that under such circumstances of haste, preparations of tender documents are more often than not flawed, resulting in deferrals and frustrations.

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The information in the plans should include;

i) The name of the Procuring Entity and the office/person responsible for procurement

ii) Category of procurement activities, i.e. Works, Services or Supplies

iii) Cost estimate of procurement activity

iv) Brief description of each procurement activity

v) Indication of the time when each tender is to be submitted to PPADB for vetting

vi) Indication of the time when each tender is to be issued and closed

vii) Indication of the time when Evaluation Reports are to be submitted for tender adjudication

viii) Proposed dates of contract signing, contract placement and

ix) Proposed dates of commencement of procurement activities

Kindly note that procurement plans should indicate <u>ALL</u> procurement activities including those that fall within the threshold of MTC's and DATC's; as such copies should be submitted to MTC's and DATC's.

The submission of this information will ensure that PPADB, its committees and the Procuring Entities continue to manage efficient public procurement within the confines of the law.

**The deadline for submission of the procurement plans is the 31st March 2011.**

Attached is a sample format for a procurement plan.

Thank you.

Yours Faithfully

B. P. John
**EXECUTIVE CHAIRPERSON**

Annexure A

# Sample procurement schedule

Name of Procuring Entity: Ministry/Department

NAME OF PERSON(S) RESPONSIBLE FOR PROCUREMENT

Category of procurement:   Supplies / Services / Works*   (delete that which is not applicable)

| Description of procurement activity | Method of Procurement (ICB, NCB, Selective, Direct) | Cost Estimate (P) | Anticipated dates | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Submission of tender documents to PPADB for vetting | Issuing of Invitation To Tender by PPADB | Closing date for tenders | Evaluation/ Completion by PE | Submission of Evaluation Reports to PPADB for adjudication and award | Award Decision by PPADB | Contract signature and contract placement | Commencement of procurement activity |
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*a separate sheet must be filled in for works, services and supplies
Glossary/Index :   ICB :          International Competitive Bidding
                   NCB:           National Competitive Bidding
                   Selective:     Selective Tendering
                   Direct:        Direct Procurement (Appointment)
                   PE:            Procuring Entity (Ministry/Department)