

**PPADB CIRCULAR NO: 6 OF 2021**  
**(Made in terms of section 28 of the PPAD Act)**

**Ref: PPADB 3/1/1/1 I**

27<sup>th</sup> July 2021

The Permanent Secretary to the President  
All Permanent Secretaries  
Director, Directorate of Public Service Management  
The Commander, Botswana Defence Force  
The Commissioner, Botswana Police Service  
The Attorney General  
The Auditor General  
The Accountant General  
The Registrar of the High Court of Botswana  
The Registrar, Industrial Court  
The Director General, Directorate on Intelligence and Security  
The Director General, National Strategy Office  
The Director General, Directorate on Corruption and Economic Crime  
The Director General, Ethics and Integrity Directorate  
The Director General, Counter Terrorism and Fusion Agency  
The Ombudsman  
Clerk of the National Assembly  
The Secretary, Independent Electoral Commission  
All District Commissioners  
All Chairpersons, Ministerial Tender Committees  
All Chief Executive Officers, Parastatals

Dear Sir/ Madam,

**RELEASE OF THE 2021 PRICE REFERENCE GUIDE FOR FREIGHT  
FORWARDING AND CUSTOMS CLEARING SERVICES**

1. The above subject matter refers.
2. Section 26 of the PPAD Act mandates the Public Procurement and Asset Disposal Board (PPADB) to uphold principles of transparency; accountability; competition; value for money; fairness and public confidence in the procurement and asset disposal system.

**Rev. No: 00**

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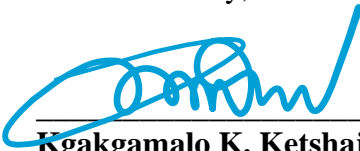
3. In this regard, the PPADB annually compiles the Price Guides/Catalogues. This is a presentation of indicative unit prices for goods, services, and works; their specifications as well as units of measure for commonly procured goods and services. The Price Guides/Catalogues are used as a reference point by Procuring Entities and Procurement Units, as well as by Bidders, in preparing their bids; throughout the procurement cycle.
4. The main goal of compiling the Price Guides/Catalogues is to strengthen the public procurement system in order to achieve high levels of rationality, to establish the reasonableness of quoted prices. Procuring Entities and Procurement Units are therefore encouraged and advised to make use of the Price Guides/Catalogues when developing Procurement Plans as well as when determining the rationality of cited prices.
5. In using the Price Guides/Catalogues; the following steps are to be followed:
  - 5.1 Identify the lowest price of interest from the bidders who have passed the technical and financial assessments (depending on the method of evaluation employed);
  - 5.2 Compare the price of interest identified in 5.1 above, with the Reference Price (as reflected in the Price Guides/Catalogues); for the specific item/ service and locality. In instances where the location is not determined, the price of the nearest locality indicated in the Guide should be used;
  - 5.3 Calculate the deviation of the price from the Reference Price using the limit of + (plus) or – (minus) 15% from the Reference Price. Prices that fall within the margin of deviation are considered as reasonable;
  - 5.4 Should the bidder's price fall outside the specified range (as stipulated in the Price Guides/Catalogues), **without any justifiable cause**, irrespective of the extent of derogation, the bid should be disqualified from further evaluation, and the next lowest price thus considered. This process should be followed until a suitable bidder that falls within the margin is identified.
6. It is imperative to highlight that though careful consideration has been made to ensure that the Price Guides/Catalogues is up to date; there may be instances where Reference Prices are exceptionally low or high, due to various (justifiable) reasons

such as discounts and exchange rate fluctuations. In the event that such occurrences exist, they ought to be interrogated further; with Procurement Officers carrying out due diligence and taking into cognizance market dynamics. Upon embarking on such, and noting the discrepancies, the Procuring Entities and Procurement Units are to duly notify the Board on these. ***This feedback/update to the Board should be made after completion of the procurement process.***

7. The **Freight Forwarding and Customs Clearing Services** Price Guide/Catalogue is therefore published for immediate release and use effective 1<sup>st</sup> August 2021.
8. Please note that the Price Guide/Catalogue is readily available and accessible from the PPADB website: [www.ppadb.co.bw](http://www.ppadb.co.bw) and also attached to the Circular.

Thank you.

Yours faithfully,



**Kgakgamalo K. Ketshajwang**  
Acting Executive Chairperson



**ANNEXURE 1: 2021 Freight Forwarding and Customs Clearing Price Guide**



**Price Reference Guide  
For  
Freight Forwarding and Customs  
Clearing Services  
2021**

No.	Item Code	Item Name	Specification	Unit	Reference Price (BWP)
1	FC00101	Agency services	Transacting business for, or on behalf of a client.	Per invoice	182.47
2	FC00102	Bond facility	Storing of goods until duty is paid for or goods are released	Per day	144.67
3	FC00103	Cartage	Pick-up and delivery of goods and/or movement of goods locally.	Per km / tonne	13.26
4	FC00104	Cartage	Pick-up and delivery of goods and/or movement of goods locally.	Per consignment	486.11
5	FC00105	Container lifting	Lifting of a container from the ground, usually by means of a special container chassis, to enable transportation.	Per 40ft container	3091.67
6	FC00106	Container lifting	Lifting of a container from the ground, usually by means of a special container chassis, to enable transportation.	Per 60ft container	4139.33
7	FC00107	Cross haulage	Local transporting of an empty or full container between two points.	Per km / tonne	22.93
8	FC00108	Customs clearance	Obtaining permission to import or export goods from one country to the other.	Per invoice	405.22
9	FC00109	Delivery	Transporting goods from a source location to a predefined destination, on tarred road.	Per km / tonne	15.03
10	FC00110	Delivery	Transporting goods from a source location to a predefined destination, on gravel road.	Per km / tonne	22.85
11	FC00111	Documentation	Facilitating all paperwork attached or pertaining to goods requiring transportation and/or transfer of ownership.	Per consignment	345.33
12	FC00112	Grounding	Putting onto the ground of a container, usually by means of a special container chassis, to enable loading and/or unloading.	Per 40ft container	1808.33
13	FC00113	Grounding	Putting onto the ground of a container, usually by means of a special container chassis, to enable loading and/or unloading.	Per 60ft container	2877.78

14	FC00114	Stacking	Systematic piling up of cargo on pallets for storage.	Per kg	141.94
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**NB:** Prices quoted are VAT inclusive.