

**PPADB CIRCULAR NO 7 OF 2022**

*(Made in terms of Section 28 of the PPAD Act)*

Ref: PPADB/1/1/1 I (1) Exch

8<sup>th</sup> March 2022

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

Dear Sir/Madam,

**ABOLISHMENT OF CODE 04 WORKS MAINTENANCE WITH ITS SUB CODES AND GRADES AND  
AMENDMENT OF CODE DESCRIPTION FOR CODE 02 ELECTRICAL ENGINEERING WORKS AND  
CODE 08 MECHANICAL ENGINEERING WORKS**

The above matter refers.

1. All addressees are hereby notified/informed that the Board at its sitting of the 20<sup>th</sup> of January 2022 resolved as follows:
  - 1.1. To Abolish Code 04 Works Maintenance with all its Sub Codes and Grades.
  - 1.2. To Amend the description of Code 02 Electrical Engineering Works and Code 08 Mechanical Engineering Works to read as Code 02 Electrical Engineering Works and Maintenance and Code 08 Mechanical Engineering Works and Maintenance respectively.
  - 1.3. Accounting Officers are accordingly informed to take into account the above developments when planning and preparing their respective tender documents and to ensure the cessation of using Code 04 Works Maintenance as it does no longer exist. All are advised to now commence using either Code 02 Electrical Engineering Works and Maintenance or Code 08 Mechanical Engineering Works and Maintenance as necessary for Electrical and Mechanical maintenance works.
2. Procuring Entities are urged to observe these developments and use the relevant code after verifying the existence of such code, sub code and or grade in the public domain of the IPMS. This verification will ensure correct use of codes, sub codes and grades thereby averting delays in the tendering process that may be occasioned as a result of the use of wrong codes, leading to cancellation of tenders.
3. In the event of queries and or clarifications requiring the urgent attention of the Board, Accounting Officers are hereby advised to contact the under listed persons on their respective cell phones for assistance as may be necessary.

## **Contractor Registration Unit (CRU)**

### **Administrators**

Kebainee Andrew Sengalo - 72993454

Antoinette K. Ragalase – 74458109

Moabi T. Madisa – 71414909

Phenyo O. Victor – 71979511

### **CRU Receptionists**

Mobile 1: 73363052

Mobile 2: 76887053

4. I shall be most grateful if all addressees could ensure that this communication is widely distributed to all their Departments at the earliest opportunity.

Thank you.

Yours faithfully,



**AUGUSTINE TEMA**

**ACTING EXECUTIVE CHAIRPERSON**