

PPADB CIRCULAR NO: 8 OF 2022
(Made in terms of section 28 of the PPAD Act)

Ref: PPADB 3/1/1/1 I (35)

29th March 2022

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 2022 PRICE REFERENCE GUIDES FOR COMMON USE ITEMS

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

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3. In this regard, the Board 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 (PEs) and Procurement Units (PUs), 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 to achieve high levels of rationality, to establish the reasonableness of quoted prices. PEs and PUs 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 (the average 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; and
 - 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. If 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 PEs and PUs are to duly notify the Board on these. ***This feedback/update to the Board should be made after completion of the procurement process.***

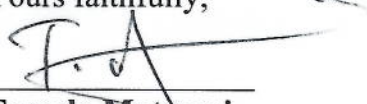
7. The following Price Guides/Catalogues have therefore been published for the 2022/23 financial year:

SUPPLIES	SERVICES	WORKS
Animal Feed	Accommodation & Conferencing Services	Professional Fees
Building Materials	Accounting, Assurance & Tax Professional Services	
Car Batteries	Advertising Services	
Computers & Accessories	Freight Forwarding & Customs Clearing Services	
Domestic Supplies	Legal Services	
Food Rations	Office Contract Cleaning Services	
Furniture	Security Services	
Health-related PPE		
Oils & Lubricants		
Protective Clothing		
Stationery		
Toners		
Tyres		
Vehicles		
Vehicle Spares		

8. Please note that the Price Guides/Catalogues as well as the applicable Instructions on the use of the Price Guides/Catalogues are readily available and accessible from the PPADB website: www.ppadb.co.bw.

Thank you.

Yours faithfully,



Tumelo Motsumi
Acting Executive Chairperson