

PUBLIC PROCUREMENT REGULATORY AUTHORITY

PPRA

CIRCULAR NO: 5 of 2022

REF: PPRA 1/1/1 1 (2) Exch

8th September 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 Commissioner, Botswana Prisons and Rehabilitation
The Attorney General
The Auditor General
The Governor, Bank of Botswana
Chief Registrar of the High Court of Botswana
The Registrar, Industrial Court
The Director General, Directorate on Intelligence and Security Services
The Director General, Directorate on Corruption and Economic Crime
The Director General, National Strategy Office
The Director General, Ethics and Integrity
The Director General, Counter-Terrorism and Fusion Agency
Director, Public Service Management
The Ombudsman
The Clerk of National Assembly
The Secretary, Independent Electoral Commission
Coordinator, National AIDS and Health Promotion Agency
All District Commissioners
All Chief Executive Officers, Parastatals
All Land Board Secretaries
All Council Secretaries

Dear Sir/ Madam

**RE: CAPACITY BUILDING AND SUPPORT TO PROCURING ENTITIES ON
IMPLEMENTATION OF THE PUBLIC PROCUREMENT ACT, 2021.**

1. Kindly refer to the subject at caption.
2. Subsequent to commencement of the Public Procurement Act of 2021, the Public Procurement Regulatory Authority (PPRA) has noted an increased need for capacity

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building of all stakeholders in public procurement to ensure compliance with the new law.

3. Addressees are to note that PPRA is responsible for implementation and enforcement of the Act. Consequently, amongst its other functions, the Authority is responsible for provision of capacity building of all procuring entities and stakeholders in the procurement system. These include but are not limited to Procuring Entities, contractors and members of the public.
4. In pursuit of its mandate the Authority has a Capacity Building Unit responsible for training and skills development. On that note, the Authority wishes to inform all Procuring Entities and Stakeholders that it offers training on the new Public Procurement Act. Accordingly, Procuring Entities and other stakeholders are advised that during this transition period, it is important to approach the Authority for training and advice on the new Act where required. This is important for purposes of creating consistency, common understanding and promoting compliance to the Act, which would otherwise be compromised if information and messages are derived from other sources. This is also important to create standard approach to issues and to support Procuring Entities through this period of change.
5. In addition to training on the new Act, the Authority provides training on public procurement modules duly accredited by Botswana Qualifications Authority (BQA). The modules cover the end to end process of public procurement, covering procurement planning, bid preparation, evaluation, adjudication and award, contract management and others. Training is offered at a nominal fee in line with PPRA cost recovery policy and is offered by qualified and experienced procurement professionals. The capacity building fees are herein attached as **Annexure 1**.
6. In addition to the above, the Authority offers advisory services to Procuring Entities. The Authority has designated Procurement Professionals as Desk Officers to directly

PUBLIC PROCUREMENT REGULATORY AUTHORITY

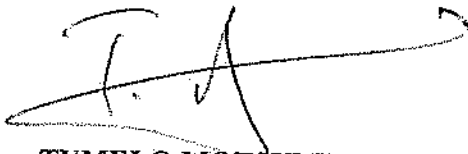
PPRA

offer necessary support and advice to Procuring Entities on a need basis. A list of Desk Officers is herein attached as **Annexure 2**. The said officers can be contacted at 3602000 during working hours from 0800hrs to 1700hrs.

7. Further, Procuring Entities in need of training are encouraged to contact the PPRA Public Relations and Education Manager at 3602017 for any clarification on the operations of the Authority.
8. The Public Procurement Regulatory Authority (PPRA) remains available to provide further clarification and advice on the matter under reference.

Thank you.

Yours faithfully,



TUMELO MOTSUMI
ACTING CHIEF EXECUTIVE OFFICER

ANNEXURE 2:

<u>LIST OF DESK OFFICERS AND CONTACT DETAILS</u>		
MINISTRY	PARASTATALS	DESK OFFICER
Ministry of State President	1. Public Enterprise Evaluation and Privatisation Agency (PEEPA)	M. Autlwetse
	2. Statistics Botswana	
	3. Botswana Institute for Development Policy Analysis (BIDPA)	
	4. Institute of Development Management	
	5. Vision 2036	
Ministry of Defence and Security	None	O. Dipatane
Ministry of Foreign Affairs	None	M. Autlwetse
Ministry of Justice	Legal Aid Botswana	M. Moswang
Ministry of Finance	1. Bank of Botswana (BoB)	J. Machao
	2. Botswana Unified Revenue Service (BURS)	
	3. Public Procurement Regulatory Authority (PPRA)	
	4. National Development Bank (NDB)	
	5. Botswana Institute of Chartered Accountants (BICA)	
	6. Botswana Stock Exchange	
	7. Non-Bank Financial Institutions Regulatory Authority (NBIFIRA)	
	8. Motor Vehicle Accident Fund (MVA)	
	9. Procurement Tribunal	
	10. Botswana Accountancy Oversight Authority	
	11. Botswana Privatisation Asset Holding	
	12. Botswana Savings Bank (BSB)	
Ministry of Local Government and Rural Development	None	E. Mosesane
Ministry of Health	1. Sir Ketumile Masire Teaching Hospital (SKMTH)	T. Ontuetse
	2. Botswana Medicines Regulatory Authority (BOMRA)	

	3. Botswana Public Health Institute	
Ministry of Labour and Home Affairs	1. Botswana National Productivity Centre (BNPC).	M. Boitshepo
Ministry of Land and Water Affairs	1. Land Tribunal	O. Andries
	2. Water Utilities Corporation (WUC)	
Ministry of Minerals and Energy	1. Botswana Oil Limited	K. Shadrack
	2. Botswana Energy Regulatory Authority (BERA)	
	3. Botswana Power Corporation (BPC)	
	4. Minerals Development Company of Botswana	
	5. Okavango Diamond Company	
	6. Geoscience Institute	
Ministry of Communication, Knowledge and Technology	1. Botswana Communications Regulatory Authority (BOCRA)	S. Bantsi
	2. Botswana Fibre Networks (BOFINET)	
	3. Botswana Post	
	4. Botswana Telecommunications Corporation Limited (BTCL)	
	5. Botswana Institute of Technology, Research and Innovation (BITRI)	
	6. Botswana Digital & Innovation Hub	
Ministry of Agriculture	1. Botswana Meat Commission (BMC)	E. Mosesane
	2. Botswana Vaccine Institute (BVI)	
	3. Botswana Agricultural Marketing Board (BAMB)	
	4. National Agricultural Research Development Institute (NARDI)	
	5. Banyana Pty Ltd	
Ministry of Education and Skills Development	1. University of Botswana (UB)	M. Mokopakgosi
	2. Botswana International University of Science and Technology (BUIST)	
	3. Botswana University of Agriculture and Natural Resources (BUAN)	

	4. Human Resources Development Council (HRDC)	
	5. Botswana Accountancy College (BAC)	
	6. Construction and Industry Training Fund	
	7. Botswana Examination Council (BEC)	
	8. Botswana Qualifications Authority (BQA)	
	9. Botswana Open University	
Ministry of Transport and Public Works	1. Air Botswana	K. Shadrack
	2. Botswana Railways (BR)	
	3. Civil Aviation Authority of Botswana (CAAB)	
	4. Botswana Housing Corporation (BHC)	
Ministry of Youth, Gender, Sports and Culture	1. Botswana National Sports Commission (BNSC)	W. Smith
	2. Botswana National Olympic Committee (BNOC)	
	3. Botswana National Youth Council (BNYC)	
Ministry of Trade and Industry	1. Botswana Investment Trade Centre (BITC)	T. Ontuetse
	2. Botswana Development Corporation (BDC)	
	3. Botswana Bureau of Standards (BOBS)	
	4. SPEDU	
	5. Competition Authority	
	6. Companies and Intellectual Property Authority (CIPA)	
	7. Gambling Authority	
	8. Special Economic Zones Authority (SEZA)	
Ministry of Entrepreneurship	1. Local Enterprise Authority (LEA)	S. Bantsi
	2. Citizen Entrepreneurial Development Agency (CEDA)	
Ministry of Environment and Tourism	1. Botswana Tourism Organisation (BTO)	O. Andries

ALLOCATION OF LANDBOARDS		
MAIN- LANDBOARD	SUB-LANDBOARD	DESK OFFICER
Ngwato	1. Serowe sub	C. Morapedi
	2. Paje Sub	
	3. Palapye Sub	
	4. Maunatlala Sub	
	5. Sefhare Sub	
	6. Mahalapye Sub	
	7. Shoshong Sub	
	8. Tonota Sub	
	9. Tutume Sub	
	10. Marapong Sub	
	11. Nata Sub	
	12. Letlhakane Sub	
	13. Mmadinare Sub	
	14. Bobonong Sub	
	15. Rakops Sub	
Ngwaketse	1. Kanye sub	M. Boitshepo
	2. Maokane Sub	
	3. Moshupa sub	
	4. Phitshane Molopo	
	5. Mabutsane Sub	
	6. Mmathethe Sub	
Tati	None	C. Morapedi
Rolong	None	J. Machao
Kgalagadi	1. Tsabong Sub	W. Smith
	2. Hukuntsi Sub	
Kgatleng	1. Mochudi Sub	E. Mosesane
	2. Mmathubudukwane Sub	
	3. Oodi Sub	
	4. Artesia Sub	
Chobe	None	T. Ontuetsse
Kweneng	1. Molepolole Sub	O. Andries

	2. Mogoditshane Sub	
	3. Lentsweletau Sub	
	4. Letlhakeng Sub	
	5. Lephepe Sub	
	6. Motokwe Sub	
	7. Thamaga Sub	
Tawana	1. Maun Sub	M. Mokopakgosi
	2. Nokaneng Sub	
	3. Shakawe Sub	
	4. Seronga Sub	
	5. Sehithwa Sub	
	6. Gumare Sub	
Ghanzi	1. Charles Hill	K. shadrack
Malete	None	O. Dipatane
Tlokweng	None	O. Dipatane
<u>ALLOCATION OF COUNCILS</u>		
MAIN-COUNCIL	SUB-COUNCIL	DESK OFFICER
Central	1. Headquarters	W. Smith (1-4) C. Morapedi (5-8)
	2. Bobirwa Sub-District Council	
	3. Palapye Sub-District Council	
	4. Mahalapye Sub-District Council	
	5. Serowe Administration Authority	
	6. Boteti Sub-District Council	
	7. Tutume Sub-District Council	
	8. Tonota Sub-District Council	
Lobatse	None	M. Autlwetse
North-East	None	C. Morapedi
Sowa	None	C. Morapedi
City of Francistown	None	C. Morapedi
Selibe-Phikwe	None	C. Morapedi
Southern	1. Headquarters	M. Boitshepo
	2. GoodHope/Mabule Sub	

	3. Kanye Administration Authority	
	4. Moshupa Sub-District Council	
	5. Mabutsane Sub-District Council	
Kgatleng	None	E. Mosesane
Jwaneng	None	J. Machao
Kweneng	1. Headquarters	O. Andries
	2. Mogoditshane/Thamaga	
	3. Molepolole/Lentsweletau	
	4. Letlhakeng Sub-District Council	
Kgalagadi	1. Headquarters	W. Smith
	2. Tsabong Sub-District Council	
	3. Hukuntsi	
Chobe	None	T. Ontuetsé
North-West	1. Headquarters	M.
	2. Maun Administration Authority	Mokopakgosi
	3. Okavango Sub-District council	
Gaborone	None	O. Dipatane
South-East	1. Headquarters	O. Dipatane
	2. South East South (Ramotswa)	
	3. Tlokweng sub-District Council	
Ghanzi	1. Headquarters	K Shadrack
	2. Charleshill Sub-District council	
	3. Ghanzi Sub-District council	

**PUBLIC ANNOUNCEMENT: REVIEW OF PUBLIC PROCUREMENT REGULATORY
AUTHORITY (PPRA)'S
CAPACITY BUILDING FEES**

The public and other stakeholders are informed that Public Procurement Regulatory Authority's capacity building fees have been increased with effect from 1st September 2022. The increment follows a partial review of the capacity building fees as part of the cost recovery policy. The fees have been increased by fifty percent (50%) across board as shown in the table below:

Cost Description	Rates After Review (BWP) Effective 01/09/2022
Procuring Entities (PEs)' workshops per day for 30 or less participants	15 000.00
PEs with more than 30 participants for each extra participant per day	750.00
Where workshop takes half a day or less, the client organization pays for each participant per day	7 500.00
Workshops for contractors per delegate per day	750.00

Furthermore, consideration has been made in respect of the following categories and the following rates were approved.

- a. Procuring Entities in the Private Sector will be charged P1 000.00 per person per day.
- b. Youth businesses will be charged fifty percent (50%) of the total cost.
- c. Capacity Building Fees for online and physical mode of delivery will be charged at the same rate.