

PUBLIC PROCUREMENT REGULATORY AUTHORITY

PPRA

Code of Ethics in Public Procurement

Approval Date: 1st SEPTEMBER 2023

Effective Date: 1st SEPTEMBER 2023

PUBLIC PROCUREMENT REGULATORY AUTHORITY

CODE OF ETHICS IN PUBLIC PROCUREMENT

Application of this Code

1. As stipulated by Sections 3 and 144 of the PP Act defining the scope of application of the Act, and in line with the requirements of Section 86 whereby all procurement operatives shall sign and abide by a code of Ethics, this Code of Ethics shall apply to the staff of “ a) Department; (b) a public body, parastatal and statutory body, except where exempted by the Minister by Order published in the Gazette; ”which are involved in public procurement -, whether they are located abroad or within Botswana; (and all other Entities covered in accordance with the provisions of Section 144.
2. Accordingly, this code applies to any person or a procurement personnel who provides input in whatsoever form or contribution, in part or in full, or has been or will be involved in the process of public procurement, directly or indirectly. Such personnel are named hereafter “**Procurement Practitioners**”.
3. Enforcement: By virtue of their involvement in public procurement, Procurement Practitioners shall be bound to conform with this Code of Ethics in respect of all procurement activities, which code shall be appended to their job descriptions.

Public Procurement Ethical Canons

PROCUREMENT PRACTITIONERS AS DEFINED ABOVE SHALL BE BOUND BY THIS CODE AND SHALL:

1. Demonstrate utmost **loyalty** to the Republic of Botswana and uphold at paramount importance Public Procurement **Objectives and Principles** in every action, conduct or decision taken in the line of duty.
2. Respect **organizational hierarchy** and accept the authority of supervisors and senior managers with prudence that is substantiated by public procurement rules and/or conducive to the proper application of relevant laws, regulations or this code.
3. Fulfil the **responsibilities of their roles** to the best of their knowledge and judgement.
4. Acquire the **necessary knowledge** and **skills** to execute duties and be well **acquainted** with and abide by relevant Laws, Decrees, Regulations, Guidelines and Public Procurement **Principles**.
5. Uphold the value of **honesty** in all dealings, report any unethical act and its perpetrators and fully respect and support accountability systems. Any suspected violations of the Code are to be reported to immediate supervisor. If no resolution can be reached, then the matter shall be escalated in accordance with the established internal institutional processes for reporting violations. Alternatively, such violation can be reported through the Tip-Off Anonymous service on the PPRA.
6. Never attempt to withhold or **conceal** information, data, record of proceedings or documents from authorized personnel, oversight agencies and audit bodies.

7. Disseminate in a **transparent** manner non-confidential information, data, record of proceedings or documents equally and simultaneously to the public and concerned stakeholders.
8. Preserve confidential information, data or documents about procurement proceedings from any form of disclosure until such a time as such information, data, proceedings or documents becomes due for disclosure as per pertinent Laws, Decrees and Regulations. Confidential Information should not in any circumstances be revealed without the Accounting Officer's consent.
9. Conduct work with **due diligence**, always maintaining **records** and **documentation** in an easily traceable and retrievable form in order to facilitate review and audit.
10. Avoid any form of **discrimination**, **bias** or **conflict of interest** in the conduct of the procurement process and in arriving at related recommendations and decisions, never pursue individual interests of any form whether directly or indirectly, and maintain impartiality in the pursuit of established public values and goals.
11. Never accept or solicit any form of **valuable consideration**- whether direct or indirect- from any contractor or an interested party.
12. Be an excellent **team player** demonstrating commitment, cooperation, trust and good faith while, at the same time, taking every decision **autonomously** based on factual evidence.

Declaration: I have read and understood the contents of the Code of Conduct together with the guidance and I confirm that I am bound by the contents thereof.

 (Name of Procurement Practitioner)

 (signature)

 (Date)

ID No:.....

Procuring Entity:.....

Contact Details:.....