

# PROCUREMENT NEWS

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2021 / 2022

Stay Home  
Stay Safe

Down memory lane with the outgoing Acting PPADB Executive Chairperson

Procurement Methods explained

Complaints Procedure

E-bidding Steps



Keeping Tenders Clean

# VISION, MISSION & VALUES



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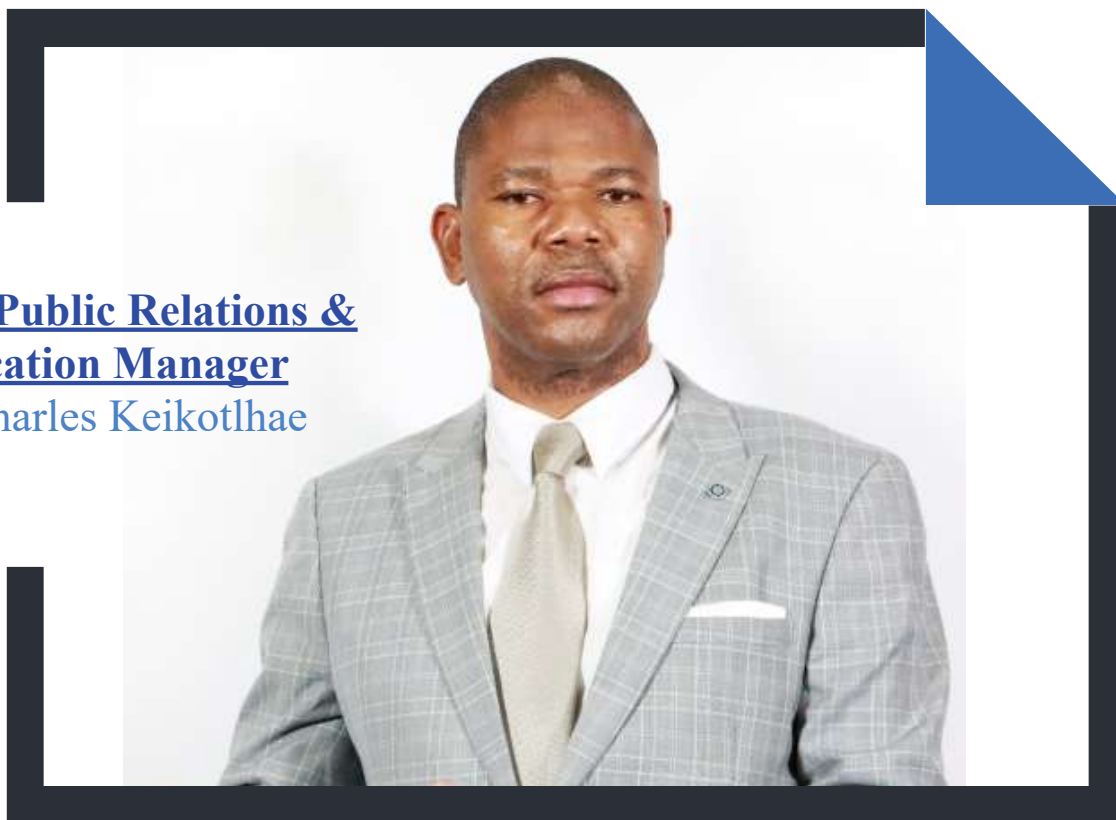
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Public Procurement and Asset Disposal  
Board

### PPADB Public Relations & Education Manager Mr. Charles Keikotlhae



While Corona Virus is still much of a concern to majority of people, the nations of the world including our own Botswana have adopted to move on with life even in the midst of the pandemic. This is what Public Procurement and Asset Disposal Board (PPADB) is doing; moving on with the business of the Board without necessarily compromising the health of both the Customers/Clients and that of employees. Some of the employed strategies include working from home on a shift basis and strict Covid-19 health protocols implementation at PPADB.

Online transactions have also been emphasised to reduce traffic at PPADB offices thus minimising risk of infection. It is to this end that awareness on online or Integrated Procurement Management System (IPMS) usage has been highlighted as evidenced by publication of e-bidding steps both in PPADB Social Media pages and recent Newsletters as well as emailing such to

bidders on request.

Recently, in the last three years or so, the Board has been experiencing retirement of Senior Executives due to the requirement of the PPAD Act that both Executive and Non-Executive Directors as well as the Executive Chairperson can only serve for up to four (4) years term renewable only once, meaning one can only serve at that level in PPADB for a maximum of eight (8) years. First, it was Ms. Bridget P. John who retired in January 2019 as Executive Chairperson, followed by Mr. Elijah T. Motshedi who retired as Executive Chairperson in January 2021, followed by Non-Executive Director Supplies Mr. Taolo Sebonego, and lastly, the Acting Executive Chairperson, and substantive Executive Director Supplies Mr. Kgakgamalo K. Ketshajwang who retires at the end of October 2021.

The above changes in the Executive Leadership of the Board come

just as PPADB was preparing for transformation into a Public Procurement Regulatory Authority after attainment of full devolution. The Public Procurement Bill, 2021-Bill No. 22 of 2021 was passed by the July 2021 Parliament, and preparations are in full swing to turn PPADB into a Regulatory Authority, in which, as a way to improve corporate governance, the Board will be separate from the Executive Management hence the new organisation will be headed by a Chief Executive Officer reporting to the Board.

The above mentioned changes indeed usher in exciting times for all stakeholders and the nation as a whole.

**“As usual, we  
welcome your  
feedback, read and  
enjoy!!”**



## DOWN THE MEMORY LANE WITH THE OUTGOING ACTING PPADB EXECUTIVE CHAIRPERSON

### Outgoing PPADB Acting Executive Chairperson

Mr. Kgakgamalo Ken Ketshajwang



Procurement News walks down memory lane with the outgoing Acting PPADB Executive Chairperson Mr. Kgakgamalo Ken Ketshajwang, who is set to leave PPADB after serving the mandatory two (2) terms of office as PPADB Executive Director Supplies since 2013. “KK” as he is popularly known, has been serving as the Acting PPADB Executive Chairperson since February 2021. Before assuming the role of Executive Director Supplies, Mr. Ketshajwang served as the Divisional Manager – Supplies, PPADB, from May 2007. Previously, Mr. Ketshajwang worked for the Botswana Police Service (BPS) from 1995 to 2007 where he was Chief Forensic Scientist, and Head of the Chemistry Unit of the Forensic Science Laboratory. In 1995, Mr. Ketshajwang worked for Water Utilities Corporation as an Assistant Water Quality Chemist.

**PN: Your journey with PPADB started in 2007 when you joined after working for other government agencies in leadership roles. How has procurement evolved overtime ever since you joined PPADB?**

**KK:** As you rightly pointed out, I joined PPADB in 2007

in May as Divisional Manager Supplies. A lot has really happened regarding Procurement System. Firstly, is participation. Procurement empowers a lot of people through their participation. That’s an area that has significantly grown especially in case of citizen empowerment compared to the era of Central Tender Board. PPADB has stimulated businesses to grow and for them to participate in tendering.

When it comes to procurement knowledge, a lot also has happened through Capacity Building and other initiatives involving stakeholders. Decentralisation of procurement stimulated a lot of people to appreciate the value of procurement. Keen interest on how procurement is structured and knowledge on that gave Government Officials an exposure and made them appreciate why procurement has to be decentralised. The decentralisation helped Capacity Building. It increased the number of people with elementary procurement knowledge.

Further, procurement helped a lot in developing the country through projects. Individuals got developed through participation in different procurement projects; it increased

their economies, and also contributed to infrastructure development e.g. roads, buildings, and dam construction; all of which were done through procurement.

**PN: In your view, what has been the main improvements that you have witnessed in the public procurement sphere?**

**KK:** It is difficult to single out a specific one because for a procurement law to be implemented, it has to be done as a composite, and you cannot single out a particular process. But there has been a lot. The adoption of standardised bidding package is outstanding. Procurement is managed through communication and the standardised bidding package bring communication structures on-board. Everybody was able to understand the language of procurement. It has significant impact, as it made the whole procurement to be viewed in a consistent manner.

Contractor Registration brought an aspect of control in terms of behaviour and conduct. Contractors have to be well aware of what can happen if they violate their code of conduct.

Contractor Registration also promote the integrity of the system and link PPADB with international players.

As for Capacity Building, it plays a very big role as the Board does not rely only on outsiders to capacitate the system.

Over the years, Capacity Building has delivered desired results.

The Board and the Procurement System learnt a lot through collaboration with other entities such as international organisations like the World Bank and United States Training and Development Agency (USTDA).

**PN: As Executive Director Supplies, the District Administration Tender Committees (DATCs) fell under your mandate. What are some of the key challenges that they experienced, and what interventions did the Board put in place to address those challenges?**

**KK:** I would start with the measures in place to facilitate DATCs. It has been a very difficult assignment. So

many people are involved starting with composition of committees which are all across the country, and members required resources to travel. Members of the committees are mostly in middle management level, but there is that natural expertise needed which shows skills gap.

Employment of DATCs Secretaries remains responsibility of government, and you still find committees without Secretaries. However, the Board can only advise and give an encouragement for the committee to comply. To arrest some of these shortcomings, there was a dedicated officer at PPADB to serve the committee, and provide guidance, for example, the officer used to draft standard ITTs.

Also, there was an intensive capacity building for DATCs, and currently, there is an annual national capacity building workshop for the committees. As a result, there was that closely knit contact with the committees. Capacity building and the resources dedicated to DATCs helped a lot, and encouraged recruitment of secretaries. There were challenges but some were managed and contained.

**PN: You leave PPADB as the Acting Executive Chairperson. How has the journey been in terms of leading the organisation in its pursuit of its Strategic Plan goals?**

**KK:** To lead an organization in an acting capacity has its own challenges, even though you have programs in place, especially where you have been given a short period of time to deliver. A lot happens behind the scenes. As a leader you are required to make decisions, and I appreciate the opportunity. In a week I have a minimum of two meetings to chair. It helps to align my responsibilities, and to grow as a person. You rather propel your responsibility to what is required of you, and you grow, and in that regard I think I managed to live to expectation.

Leading an organisation is not that difficult as you read books, and organisations have roles, procedures and plans in place. These make life easier. Logically, you would have adopted a plan at the beginning of the year, and you don't struggle as people have been given the responsibility of how the business should be carried out.

It is exciting to be a leader as you don't have restrictions,



Mr. Armando Lionjanga  
Founding Executive Chairperson  
2002 – 2010



Ms. Bridget Poppy John  
Executive Chairperson  
2011-2019



Mr. Elijah Motshedi  
Executive Chairperson  
August 2019 – January 2021



Mr. Kgakgamalo Ken Ketshajwang  
Acting Executive Chairperson  
February 2021 – October 2021



and you are not confined to a specific division; as a leader you do not have boundaries. Generally, to be a leader is an exciting opportunity. What is very key is interpersonal relations not only within the organisation, but even with people from outside who come with different expectations. You should know how to manage them, show them culture and the purpose of your role. But you also have to listen, and engage them and be prepared to give them support as they will come with different challenges, you should be prepared to facilitate them.

**PN: Any parting shot?**

**KK:** It has been an exciting journey especially as Executive

Director Supplies. I played a critical role in developing myself. I regard myself as an all-rounder, and I derive that from the energy I channelled in developing myself over the years.

When I joined PPADB I only had a Bachelor of Science and a certificate program. I had to shift from science based laboratory background, and over the years I invested in developing myself although I had a busy schedule. I managed to do MSc, and a Post Graduate Diploma in Supply Chain Management. All these prepared me for an all-rounded procurement expert.







Gaborone - Boatle dual carriageway road project

PPADB hosted a virtual induction workshop for new Ministerial Tender Committees (MTCs) and District Administration Tender Committees (DATCs) members on the 14th September 2021 covering a wide array of topics including an explanation of the Procurement Methods that are used in public tenders.

The PPADB Devolution and Compliance Officer Ms. Chipso Morapedi informed the inductees that the choice of procurement method is normally influenced by factors being:

- financial thresholds (estimated value of requirements), or
- specific circumstances as detailed out in the PPAD Regulations such as
- Emergency situations,
- limitations on supply sources
- Contract extensions
- similar items with no advantage from further competition
- for continuity or compatibility
- Other exceptional circumstances which are subject to PPADB approval.

Ms. Morapedi pointed out that the **Open Domestic Bidding** is the preferred method of procurement and it allows for

maximum competition and is open to all (including resident foreign entities) bidders subject to registration requirements. She said the method is a standard method for high value works, services and supplies and will always be used for contracts over P300,000 unless special circumstances apply, adding that using this method has a four-week bidding period as the minimum.

She said that the **Open International Bidding** method is used in place of open domestic bidding where effective competition and technical complexity requires foreign participation, which will also increase value for money.

Under this method, tendering opportunity is advertised in foreign or international publications or professional or trade journals with wide international circulation. The minimum bidding period under this method is six weeks whilst the remaining bidding process is the same as for the open domestic bidding.

Ms. Morapedi said Procuring Entities (PEs) many also use Restricted Domestic bidding method when works, services or supplies are only available from a limited number of providers, when there is insufficient time for open bidding in an emergency situation or in times of other exceptional circumstances justifying departure from open bidding. The method has a minimum two weeks bidding period.

**Restricted International bidding** may be used in the same circumstances as restricted domestic bidding, but where foreign providers are included in the short-list of bidders, it requires the prior written authority of the Board. Ms Morapedi said that the method uses the same procedure as for restricted domestic bidding as no bid notice is required, the bidding document is issued directly to shortlisted bidders, and that the remaining bidding process is the same with that for open bidding.

Under this method, a tender is floated for the same minimum bidding period of two weeks but additional time needed by foreign bidders might be considered.

The workshop attendees were informed that the Quotations Proposal Procurement method may be used where there is insufficient time for open or restricted bidding in an emergency situation, or where the estimated value is less than P300,000. The method may also be used for other exceptional circumstances justifying departure from open or restricted bidding.

The method is also characterised by the following:

- Faster, less formal procedure than bidding
- No bid notice required - invitation issued to shortlist of providers
- At least five bids required where practicable
- Simplified documents used
- Minimum bidding period of seven days
- No public bid opening - bids to be sealed and opened at the same time by more than one person

Ms. Morapedi said that the Micro Procurement method may be used where the estimated value of procurement is less than P100,000 and is an efficient method for very low value procurements. In this method, only one supplier is

approached and there is no bidding document, written bid or signed contract required.

Further, the transaction is documented through receipt or invoice and purchases are to be reported to Ministerial Committee within 30 days.

Lastly, the attendants were informed that the Direct Procurement method is the least favoured method as it offers no competition.

The method requires PPADB approval prior to commencing procurement and uses the standard documents modified as necessary. Procurements under this method follows the standard procurement rules as far as practicable and requires a written contract.

The method may be used for new contracts where:

- There is insufficient time for any other method in an emergency situation
- Works, services or supplies only available from one provider
- It is justified in the circumstances

For contract extensions, this method may be used for:

- Extension for additional, similar items – no advantage from further competition
- Additional items compatible with existing purchases purchase from the same provider is advantageous or necessary
- Continuity from same provider – for continued liability or technical approach

1. Subject to reasonable prices and value being less than the original contract





## PPADB Senior Legal Officers, Opelo Tibone (L) and Keneilwe C. Modise (R)

In order to address the complaints of aggrieved bidders and other stakeholders, a means for lodging complaints/appeals for non adherence to prescribed procedures have been provided for in section 54 of the PPAD Act of 2001.

2) An aggrieved party wishing to lodge a complaint to the Board, its Committees or the Procuring Entity (PE) shall follow the procedure below:

- a) Submit the complaint in writing for the attention of the Board Secretary/ Chairperson of the Ministerial Tender Committee (MTC) or the District Administration Tender Committee (DATC) as soon as possible but within fourteen (14) days of becoming aware of such a complaint.
- b) If the complaint is submitted to the Board after fourteen (14) days mentioned above, it will not be considered by the Board/ MTC/DATC.
- c) Where a complaint is lodged with the MTC/DATC or the PE, such a complaint may be submitted to the Board for review/appeal and not to the Independent Complaints Review Committee (ICRC).
- d) All queries/complaints lodged with the Board should be addressed to the Secretary of the Board, and those lodged with the MTC or the DATC should be addressed to the MTC/DATC Chairperson.
- e) Where clarification is sought in respect of a floating tender, such queries must be directed to the contact person specified in the Tender Notice within the time specified in the Tender Notice.
- f) Any other queries must be directed either to the Board Secretary, the Chairperson of the MTC/DATC or the PE.
- g) The Complaint must be submitted in writing either to the Secretary of the Board or to the MTC/DATC Chairperson and where there is a claim for monetary loss, supporting evidence should be provided together with the written complaint.
- h) The Board will consider the complaint within fourteen (14) days of submission and communicate its decision in writing within five (5) days of its decision.



- i) Where the complaint is not resolved by mutual agreement between the complainant and the Board, the Secretary of the Board shall, within 14 days after the submission of the complaint, issue a written decision of the Board to refer the matter to the ICRC (PPAD Regulation 78 (6)).
- The decision shall:
- j) State the reasons for the decision to refer the matter to the ICRC
- k) State the grounds upon which the Board denies liability if such liability is denied
- l) A Supplier, Contractor or Consultant is entitled to seek review and may submit the complaint to the ICRC within 7 days, if the complaint cannot be resolved with the Board, and if the complaint is upheld, in whole or in part, indicating the corrective measures that are to be taken.
- m) If the complainant is not satisfied with the decision of the Board, the complaint (dispute) may be referred to the ICRC within fourteen (14) days after the decision of the Board.
- n) If not satisfied with the decision of the ICRC, the dispute may be escalated to the courts of law.

The ICRC charges are as follows:

- When lodging a complaint to the ICRC, a lodging fee of P250 shall be paid.
- A complaint fee equal to one (1%) percent of the estimated tender value is paid when one lodges a complaint.
- The complaint fee shall not be less than P1, 500. or more than P350, 000.
- All files containing documents on the case are made available for public inspection at the fee of P50.
- Pre-award complaints/queries should be addressed to the PE and where the bidder is aggrieved with the decision of the PE, such complains should be escalated to the Board within fourteen (14) days of the decision of the PE. Any query lodged with either the MTC/ DATC/ PE must be copied to the Board Secretary.

Post- award complaints/queries should be escalated to the Board within fourteen (14) days of the decision of the MTC/ DATC.

## Five Steps of Risk Management Process



## DISMISSAL OF COMPLAINT



Workshop participants during the deliberations

A complaint may be dismissed without further consideration where:

- a) It is frivolous in nature, or no evidence is produced, or it is invalid;
- b) Is considered quite inappropriate for consideration (has no grounds);
- c) The complainant did not participate in the competitive process;
- d) Is lodged after the allowed time limit;
- e) Is the result of a previously and properly applied ruling by the Board.

## TENDER DOCUMENT FEES

DESCRIPTION	NORMAL FEES	YOUTH FEES
Various supplies and services tenders up to P250, 000	No Charge	No Charge
Various supplies and services P250, 001 – P350, 000	P65	P32
P350, 001 – P500, 000	P100	P50
P500, 001 – P1, 000, 000	P150	P75
P1, 000, 001 – P5, 000, 000	P250	P125
P5, 000, 001 – P10, 000, 000	P500	P500
P10, 000, 001 – P20, 000, 000	P1, 100	P550
P20, 000, 001 – P50, 000, 000	P2, 000	P1, 000
P50, 000, 001 – P100, 000, 000	P5, 000	P2, 500
P100, 000, 001 – P500, 000, 000	P7, 500	P3, 750
Above P500, 000, 000	P10, 000	P5, 000



PPADB leadership and legal officers captured in lens after a Court appearance

- a) It is important to note that where a contract has been concluded following an award of a tender and implementation of a contract has commenced, such a contract shall not be suspended by the Board.
- b) The bidder however has the right to escalate the complaint to the ICRC.
- c) The ICRC has the power to suspend a contract already under implementation provided there is evidence that continued implementation of such a contract will cause substantial loss to public revenue or that it will be prejudicial to the public interest.

Ms. Patience Motswagole  
PPADB Board Secretary





## Senior Analyst – Research & Innovation

Ms. Gorata Bagopi



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.

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.

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.

In using the Price Guides/Catalogues; the following steps are to be followed:

- Identify the lowest price from the bidders who have passed the technical and financial assessments (depending on the method of evaluation employed);
- Compare the price of interest identified as mentioned 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;
- 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;
- 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.

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.

The Freight Forwarding and Customs Clearing Services Price Guide/Catalogue is therefore published for immediate release and use effective 1st August 2021.

The Price Guide/Catalogue is readily available and accessible from the PPADB website: [www.ppadb.co.bw](http://www.ppadb.co.bw)



### How to Search Tenders Online?



#### Follow Steps Below

- Visit: <https://ipms.ppadb.co.bw>
- Log on with your “*username* and *password*”
- On the bottom left pane of your dashboard, under “**applications**” click on the “*drop down*”
- Select “**ITT**” from the list

**APPLICATIONS**

Show :

☐ Registration Application

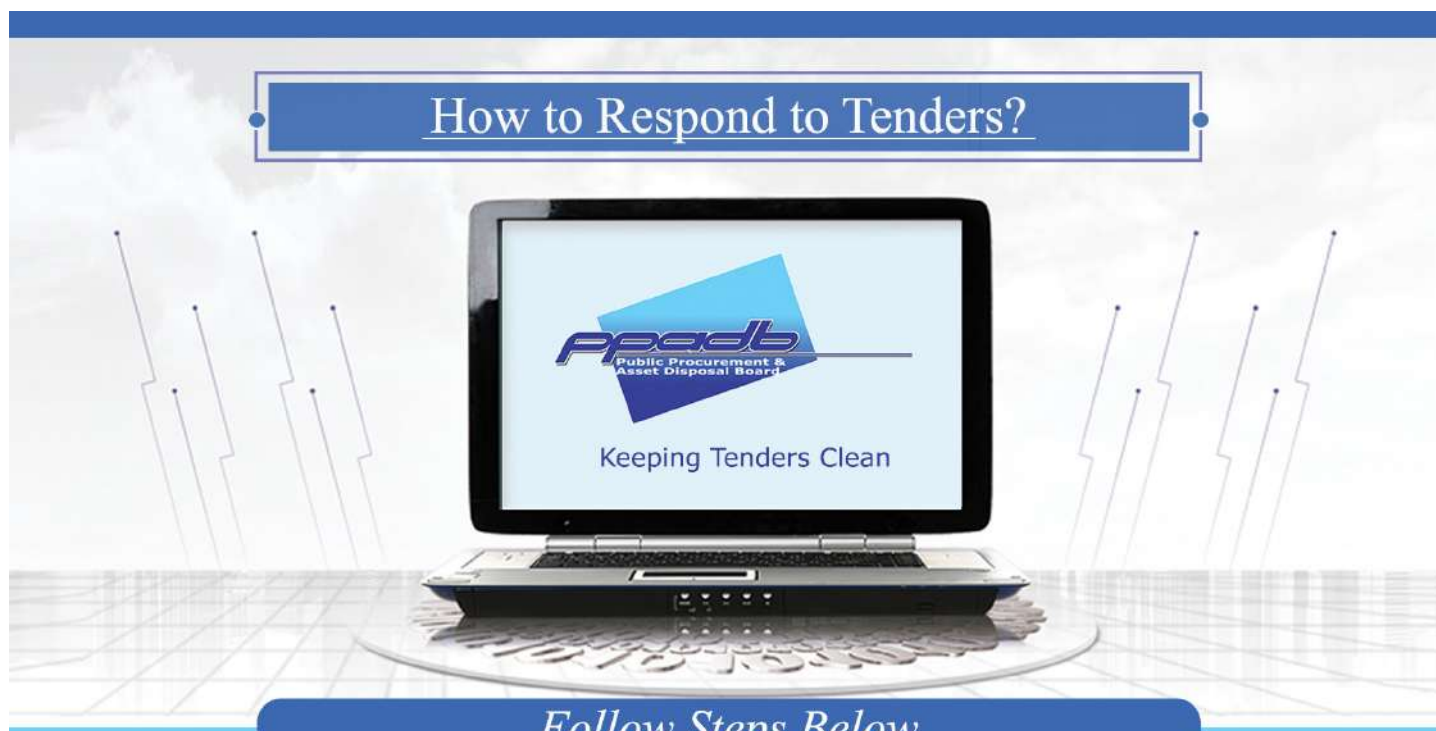
☐ PPADB Contractor Registration

☐ No Re

- All the tenders will be listed. Three (3) of them in the example below:

LATEST ITTS	
Show :	<input type="text" value="ITT"/> <input type="button" value="v"/>
TENDER NO	DESCRIPTION
<a href="#">PR/PPADB/171</a>	<a href="#">de- Retest Amendment + Technical Criteria</a>
<a href="#">PR/PPADB/170</a>	<a href="#">de-test Amendment + Technical</a>
<a href="#">PR/PPADB/166</a>	<a href="#">SE-BOQ No VAT Applicable</a>

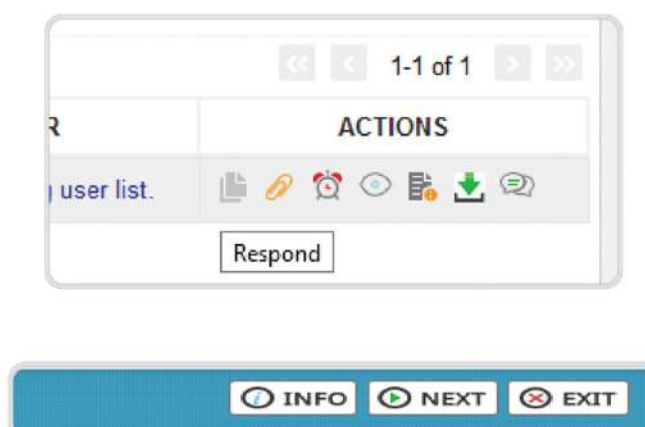




- On the list of tenders
- Click on the tender number of your preferred one

LATEST ITTS	
Show : ITT	
TENDER NO	DESCRIPTION
<a href="#">PR/PPADB/171</a>	<a href="#">de- Retest Amendment + Technical Criteria</a>
<a href="#">PR/PPADB/170</a>	<a href="#">de-test Amendment + Technical</a>
<a href="#">PR/PPADB/166</a>	<a href="#">SE-BOQ No VAT Applicable</a>

- On the following page, you can opt to “**download**” the tender if you so wish if not, click “**Respond**” then click on “**Next**”



## How to Proceed with Tender? *Part 1*



### *Follow Steps Below*

1. Log on with your username and password
2. Click on the dropdown and select “**ITT**”

A screenshot of a web application interface. At the top is a blue header bar with the text 'MY PENDING TASKS' in white. Below this is a 'Show :' label followed by a dropdown menu. The dropdown menu is open, showing a list of options: 'Registration Application', 'PPADB Contractor Registration', 'ITT' (which is highlighted in blue), and 'Dispute'. To the left of the dropdown, there is a partially visible label 'No Re'.

3. Click on the “**Number**” beside the tender downloaded

A screenshot of a web application interface. At the top is a blue header bar with the text 'MY PENDING TASKS' in white. To the right of the header is a button labeled 'View All Documents'. Below the header is a 'Show :' label followed by a dropdown menu set to 'ITT'. Below this is a table with two columns: 'STATUS' and 'NO.'. The table contains one row with the text 'Tender Downloaded' under the 'STATUS' column and the number '1' under the 'NO.' column.

4. Under Actions click on “**Proceed**”

A screenshot of a web application interface. At the top is a blue header bar with the text 'ACTIONS' in white. Below the header is a row of icons: a document icon, a magnifying glass icon, a green checkmark icon, a green download icon, a speech bubble icon, and a document icon. Below the icons is a button labeled 'Proceed'.

5. Click on “**Save**” button to save payment details then click on “**Next**”

A screenshot of a navigation bar. It contains five buttons: 'INFO', 'PREVIOUS', 'SAVE', 'NEXT', and 'EXIT'. Each button has a small circular icon to its left. The 'SAVE' button is highlighted with a green border.

## How to Proceed with Tender? *Part 2*



### Follow Steps Below

- Start by completing the compliance template, fill all the required information and attach all the requirements then click on **“Save”**

- After clicking save, click on the **“Checkbox”** on the far right and click **“Proceed”**

- Repeat this for all the templates.

**Note:** Only template which require encryption will prompt to be encrypted and where signing is require as well one will be prompted to sign. Click **“Next”** and **“Submit”**, sign and follow the prompts until you are being informed that

**Information**

You have completed preparing your bid and the bid hash is successfully stored on the server. However, please note that your bid submission activity is not yet complete. You are advised to look for the re-encryption stage duration on the tender schedule. Without completing the re-encryption stage, your bid submission will be considered as incomplete.

OK



## How to Re-Encrypt the Bid?



### Follow Steps Below

- Log on to your account
- Under my pending tasks, click on the dropdown and select “**ITT**”
- Click on the “**Number**” besides submitted status
- Click on “**Proceed**” for the tender you wish to re-encrypt
- Click on “**Re-encrypt**” on the top right and follow the prompts until you get Bid Re-Encrypted.

ITT No.PR/Department PPADB/00114 Bid No.146846  
You Are Here : Tender Document Download,Bid Preparation And Payment(Optional) >  
Prepare Bid

INFO PREVIOUS DECRYPT NEXT EXIT

Prepare Bid

TEMPLATES

- Tender Items
- Compliance Requirements
- TENDER SCHEDULES - HEALTH AND SAFETY PLAN
- TENDER SCHEDULES - QUALITY PLAN

STAGE I - COMPLIANCE WITH REQUIREMENTS

Eligibility of the Tenderers shall be determined by checking their qualifications and capability in which they will be required to submit some documents and other information for Tender Compliance as follows:

Compliance Requirement:

*Compliance Description	*Does the company comply?	Bidder Response	Upload supporting documents
Submission of Tender Security	Ei8jtax36Ez6x4nkqLvnw=	hOugxD5tnN4xR8XEh7i6Mg/Rt:	1
Certified Copy of PPADB	Ei8jtax36Ez6x4nkqLvnw=	hOugxD5tnN4xR8XEh7i6Mg/Rt:	1
Certified Copy of Trade License	Ei8jtax36Ez6x4nkqLvnw=	hOugxD5tnN4xR8XEh7i6Mg/Rt:	1

In the event that above requested documents / information are not included, such proposals will be considered to be non-compliant and will lead to disqualification.

## How to Pay Tenders Offline?



### Follow Steps Below

- Visit: <https://ipms.ppadb.co.bw>
- Log on with your “*username* and *password*”
- On the bottom left pane of your dashboard, under “**applications**” click on the “*drop down*”
- Select “**ITT**” from the list

**APPLICATIONS**

Show :  ▼

☐ Registration Application

☐ PPADB Contractor Registration

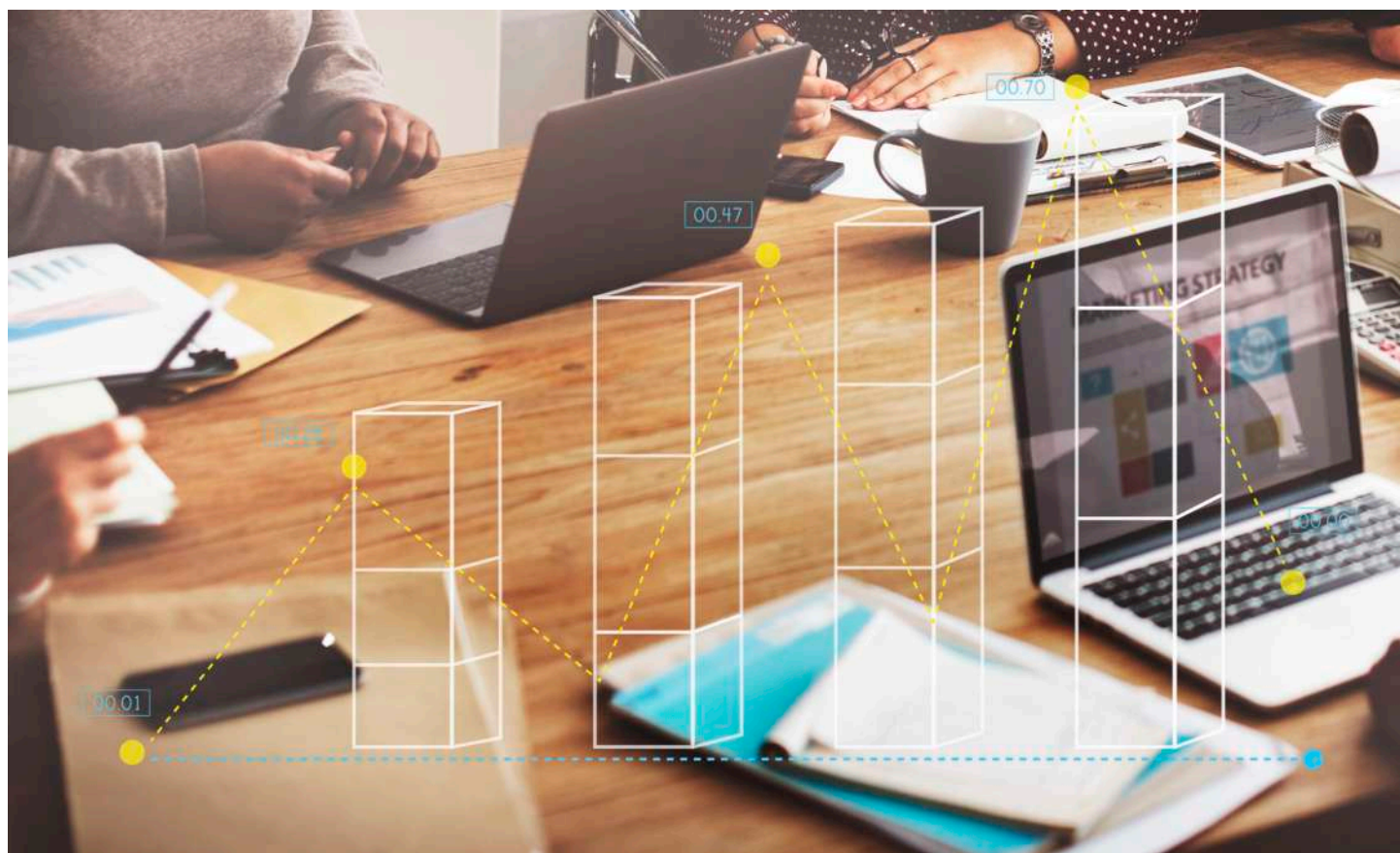
☒ **ITT**

No Rev

- All the tenders will be listed. Three (3) of them in the example below:

LATEST ITTS	
Show :	ITT ▼
TENDER NO	DESCRIPTION
<a href="#">PR/PPADB/171</a>	<a href="#">de- Retest Amendment + Technical Criteria</a>
<a href="#">PR/PPADB/170</a>	<a href="#">de-test Amendment + Technical</a>
<a href="#">PR/PPADB/166</a>	<a href="#">SE-BOQ No VAT Applicable</a>





PPADB Francistown Staff





PPADB Gaborone Staff (Males)



PPADB Gaborone Staff (Females)



## Human Resource Assistant Ms. Motlalepula Moupanaga



### **Procurement News (PN) interview with Ms. Motlalepula Moupanaga (MM)**

In this edition, PN speaks to the Human Resources Assistant Ms. Motlalepula Moupanaga about her day-to-day work.

**PN: Ms. Motlalepula Moupanaga, can you tell us about yourself?**

**MM:** My name is Motlalepula Moupanaga, and I hail from Kanye and a mother of two handsome boys. I hold an Advance Diploma in HRM from GIPS. I am currently an HR Assistant, the position allows me to apply my knowledge and experience while working towards the goal of optimizing and enhancing current protocols used by PPADB. In Addition to HR, I have also developed a strong interpersonal and communication skills in my previous experience of Administration for 2 years. I am also a Chef; I love being creative and innovative with cooking.

**PN: What does your job involve?**

**MM:** My job involves dealing with employees on issues regarding conditions of employment, inducting new employees and introducing them to the organization,

advertising vacant posts, preparing offer letters, ensuring that employee information is recorded and captured into the system. I ensure I make appropriate administrative arrangement for staff welfare, staff training, just to mention a few.

**PN: What are your main responsibilities as a Human Resources Assistant?**

**MM:** Maintaining employee files, making sure they are up to date with the most recent information such as salary adjustments, annual and sick leave records. Responsibility of HR is to record information on performance appraisal ratings of staff and forward the information to payroll input. Another main responsibility is hiring the most qualified candidate for a vacant position, arrange for training and development needs of staff.

**PN: What is a typical week like for you?**

**MM:** Preparing confirmation of employment letters for staff as per their requests, printing out mail of Acting Appointments and submitting to Accounts, attending to

enquiries regarding Conditions of Employment as well as providing staff with the necessary information and capturing information in their files and electronically.

**PN: What kind of challenges do you deal with?**

**MM:** Some issues such as self-appraisal, leave management are one of the challenges that HR Unit is facing as they must remind staff members time and again to appraise themselves well on time. The other challenge is to do with encouraging employees to take leave to reduce leave accumulation and for their wellbeing. Having to choose the right candidate for the job can be challenging as a lot of resumes are misleading.

**PN: What should be the qualities of an officer working at Human Resources?**

**MM:** One should have the ability to multitask, dealing with one employee's personal complaints the next minute you must answer questions regarding maternity leave, for example, because every employee comes with issues that are important to them so prioritising and getting involved is essential. Another quality is Interpersonal skills, working with other departments in the organisation such as Payroll to ensure employees benefits are monitored and paid is vital so one should be able to connect well with others.

**PN: How has your transition been like from being a Receptionist to a Human Resources Assistant?**

**MM:** Being at Reception has moulded my confidence in dealing with customers, I have developed strong problem-solving skills as well as ability to manage conflict and deal with demanding individuals therefore this transition to this new position enables me to confidently perform my HR roles diligently because I now deal with employee queries and complaints at a more personal level.

**PN: What it is that you would like to improve in your office?**

**MM:** So far I am still warming up to this office so there is not much to be improved yet, maybe soon.

**PN: Tell us about a time when you developed your own**

**way of doing things or were self-motivated to finish an important task.**

**MM:** In my previous job as Record Assistant with DTEF I dealt mostly with Tertiary Student files so we always had a problem with not locating files when they were taken by other officers therefore to locate them, I decided to record every file pulled from the cabinet, the time it was pulled and by who. Then request a signature of the one who requested and took the file. Thus it became easy to trace where the file was and with who.

**PN: What do you like most about your job?**

**MM:** I love the fact that HR gets to have a strong understanding of PPADB's priorities and challenges and having the ability to influence the future of the organization based on an employment decision. And that each workday is different for me, I can stay on my toes helping an employee with changes in their insurance and later help the next with a completely different issue.

**PN: What memory do you treasure ever since you started working for PPADB?**

**MM:** Actually, I have two of my most treasured memories here, one is when I got promoted from being a Receptionist to HR Assistant in just a space of a month after completing my probationary period, knowing that I now got to do what I studied boosted my confidence instantly. Another one is that on my very first day at PPADB, I got trained by an older lady at my Receptionist job, what amazed me was the way she was so jolly and patient with me in training, I got everything in a space of a week before I could confidently work on my own. It's a pity that she is about to leave.

***Thank you for your time!***



### **Movement of positions – (On Contract)**

Name	Designation	Date of Appointment
Mr. Joshua T. Machao	Principal Procurement Specialist – Technical Services	1st September 2021
Mr. Tshephang Collins Dintweng	Accounts Assistant (Revenue Office)	1st September 2021
Mr. Ookeditse T. Masalila	Public Relations Assistant	1st September 2021
Ms. Segolame Modisang	Office Assistant (Procurement)	1st September 2021

### **Movement of positions – (Promotion)**

Name	Previous Position	Current Position	Date of Appointment
Ms. Pontsho Serunya	PPS -SPADC	Integrity and Assurance Coordinator	1st April 2021
Ms. Chipso Mokgadi	Senior Procurement Officer	PPS-SPADC	1st May 2021
Ms. Motlalepula Moupanaga	Receptionist	Human Resources Assistant	1st August 2021





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## REVIEW OF THE FINANCIAL THRESHOLDS



The Public Procurement and Asset Disposal Board (PPADB) is mandated in terms of Section 65 of the Public Procurement and Asset Disposal (PPAD) Act to review and increase appropriately financial ceilings of both the Ministerial Tender Committees (MTCs) and District Administration Tender Committees (DATCs), biennially. The objective is to improve efficiency in the procurement system by ensuring that timely decisions are made at the Ministry and District level.

# TENDER ADJUDICATION



## Decision Criteria of Tender Adjudication

1. Highest Technical Score
2. Highest Technical & Financial Scores (Combined)
3. Compliant & Lowest in Price

## Critical Factors of Tender Adjudication

1. Capacity
2. Capability
3. Value for Money
4. Delivery Period
5. Price





# PROCUREMENT NEWS

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