

PROCUREMENT NEWS

OCTOBER 2021 - MARCH 2022



Motsumi appointed Acting Executive Chairperson



Keeping Tenders Clean

VISION, MISSION & VALUES

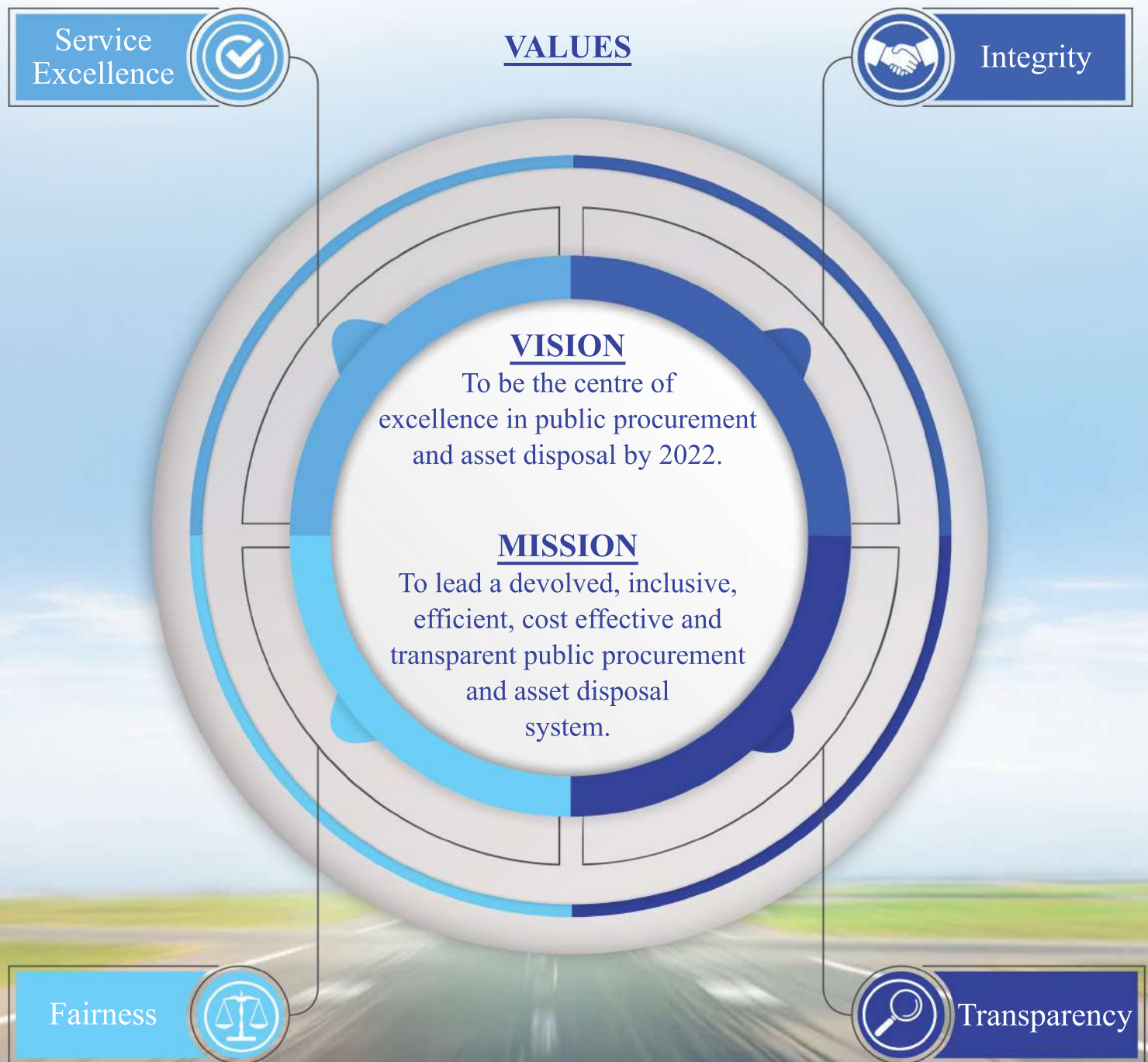






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Public Procurement and Asset Disposal
Board



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A journey of a thousand miles starts with one step, and so was the approval of a concept paper back in July 2020, which started a roller-coaster of changes in the public procurement landscape in Botswana whose impact will reverberate into the unforeseeable future. The changes present a lot of opportunities for Botswana to increase their footprint in the economy of this nation by participating in public tenders.

The Public Procurement Act, which led to the repeal of the former Public Procurement and Asset Disposal (PPAD) Act, and the Local Authorities Procurement and Asset Disposal (LAPAD) Act, has

become the sole public procurement law in Botswana governing public procurement for Central Government, Local Authorities, land Boards, Parastatals, and any other public body.

Under the new law, all tenders are reserved for hundred-percent (100%) citizens and citizen-owned entities.

New procurement methods have also been introduced to aid the developmental agenda. Amongst these new methods is the Public-Private-Partnerships (PPP), Unsolicited Bids to encourage innovation, and reverse negotiations.

Ms. Tumelo Motsumi comes in as a trusted emissary to oversee the transitioning of PPADB into PPRA. The PPADB Acting Executive Chairperson has been with PPADB for several years, and has played a pivotal role in the public procurement transformation landscape in Botswana.

By the time you get this last edition of 2021/2022 Financial Year Procurement News in your hands, PPADB will be no more; Bye-bye PPADB, welcome PPRA!!

**“Enjoy and
give us
feedback”**



Acting PPADB Executive Chairperson
Ms. Tumelo Motsumi

The Honourable Minister of Finance and Economic Development, Ms. Peggy Serame has appointed Ms. Tumelo Motsumi as the Acting Public Procurement and Asset Disposal Board (PPADB) Executive Chairperson with effect from the 1st of November 2021.

Ms Motsumi has a BA in Economics from the University of Botswana attained in 1997 and a Masters' Degree in Economics from the University of Stellenbosch acquired in 2001. In addition, she undertook the Senior Management Development Programme with the University of Stellenbosch in 2014. She is also trained in Project Management, Project Appraisal, Audit and Monitoring of Procurement, Designing High Performance

and Sustainable Public Private Partnerships (PPPs) in Infrastructure, Health, Education, Security and Sports Sector and Procurement and Contract Management Procedures. Her other trainings include Supervisory and Management Skills, Emotional Intelligence, Customer Service and People Selection Skills.

Ms Motsumi's career spans a period of twenty (24) years having started as an Assistant Economist with the then Botswana Technology Centre in 1997 where she progressed to the level of Senior Economist before joining the Public Enterprises and Evaluation Agency (PEEPA) in 2005 as a Business Analyst.

She joined PPADB in 2008 as a

Principal Procurement Specialist in the Services Division and was appointed to the position of Manager, Services Division in 2013.

Ms. Motsumi continued to progress up the ladder at PPADB and she was appointed the Executive Director Services in 2017 by the then Minister of Finance and Economic Development Honourable Kenneth Matambo, a position she executed until her appointment as the Acting Executive Chairperson of PPADB.

The Board, Management and staff of PPADB wishes Ms. Motsumi the best in her new role as she leads the transition of PPADB into a Public Procurement Regulatory Authority (PPRA).



Following Parliament's approval of the Public Procurement Act in July 2021, the Public Procurement and Asset Disposal Board (PPADB) will during the 2022 financial year, transform into a Public Procurement Regulatory Authority (PPRA), thus bringing to an end, a journey that started more than twenty years ago when PPADB replaced what was then the Central Tender Board under the then Ministry of Finance and Development Planning.

PPADB was established as a parastatal with the primary purpose of adjudicating and awarding tenders for central government, registering and disciplining contractors doing business with government, capacitating the public procurement landscape in Botswana, monitoring compliance to the Act, and advising government on matters of public procurement, amongst its other functions.

As PPADB has been adjudicating and awarding tenders mostly through its committees; the Ministerial Tender Committees (MTCs), the District Administration Tender Committees (DATCs), and the Special Procurement and Asset Disposal Committee (SPADC), depending on the threshold and nature of procurement, the aim of the reform was to fully but gradually devolve the adjudication and award of tenders to Ministries after satisfying itself that there is capacity within Ministries to execute the devolved mandate.

The Public Procurement Bill no. 22 of 2021 as approved by Parliament at its July sitting, 2021 seeks to:

- Continue the Public Procurement and Asset Disposal Board as the Public Procurement Regulatory Authority and revise its functions so as to improve efficiency and effectiveness in the regulation and management of the public procurement process;
- Remove the asset disposal function by Procuring Entities from the Act and provide for it under the Public Finance Management Act;
- Make Procuring Entities fully accountable for all procurement activities;
- Maximize economy and efficiency in procurement;
- Promote participation of citizens in public procurement.
- Promote competition among suppliers and contractors;
- Provide for fair, equal, equitable treatment of all suppliers and contractors;
- Promote the integrity of, and fairness and public confidence in the procurement process;
- Achieve transparency in procedures relating to procurement.



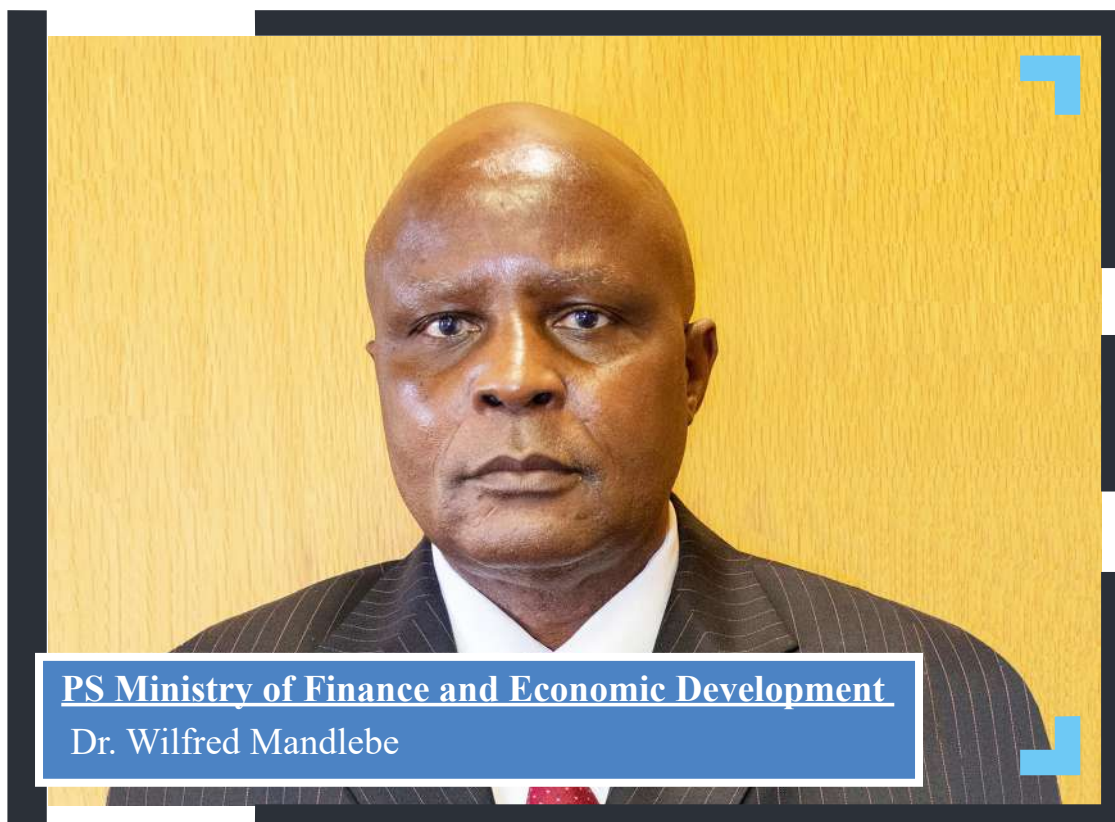
Public Procurement Act introduces what has been termed a “Single Law” governing public procurement in Botswana. This implies that all procurement activities undertaken by entities within Central Government, Local Authorities, State Owned Entities, Land Boards, NGOs, Trusts, or other entities where Government is a significant contributor will be governed by the Act. Therefore, both PPAD Act and the LAPAD Act would be repealed during the year 2022 to usher in the PP Act.

Further, a new state-owned entity or parastatal; the Public Procurement Tribunal, will be formed to handle appeals and related matters. This replaces the Independent Complaints Review Committee. It should be noted that complaints arising from Procuring Entities will first be addressed by Accounting Officers before they can be accelerated to the Tribunal.

The Tribunal will be led by a Judge President who will lead a team of seven (7) Members while the day-to-day operations of the Tribunal will be under the leadership of a Registrar.

Under the new law, Accounting Officers will take full responsibility for procurement within their organisations and will be advised by a new office termed Procurement oversight/Buyer who replaces the Ministerial Tender Committees (MTCs) and District Administration Tender Committees (DATCs). The latter would cease to exist once the new law comes into effect.

PPADB will be transformed into a “Public Procurement Regulator” and its oversight powers strengthened to oversee procurement undertaken by all entities falling within the scope of the Act. The Authority will provide oversight role in terms of capacity development, setting standards, and enforcement of the Public Procurement Act, and enforce compliance and auditing of procurement activities amongst others.



Permanent Secretary in the Ministry of Finance and Economic Development Dr. Wilfred Mandlebe has pointed out that with coming into effect of the new public procurement law which vests adjudication and award of tenders on Accounting Officers (AO) there is need to put in place structures such as Procurement Oversight Units so that Accounting Officers are properly advised on procurement matters.

He said this while addressing attendants of a three-day workshop for the development of an implementation road map for the new public procurement law on the 24th of January 2022 in Gaborone, at Travel Lodge. Dr. Mandlebe stated that the new public procurement law is one of the reset-agenda items of the President

of the Republic of Botswana, His Excellency Mokgwetsi Masisi.

The aim of the workshop was to engage with Stakeholders on the implementation of the new law and to create a platform for the participatory development of the implementation road map. Further, the workshop was to provide an opportunity to identify areas of improvement in rolling out the new law, to rethink strategies and to redesign new ways of fast tracking the roll out by developing a Change Management Strategy to facilitate all stakeholders to work together seamlessly.

Mr. Mandlebe underscored the importance of having a similar

workshop for Accounting Officers in the near future, and urged Procuring Units (PUs) to come up with readiness reports on what is needed to capacitate them to implement the new law.

He pointed out that the law had capacity to transform the country if implemented as desired. Dr. Mandlebe expressed the intention by government to empower Botswana through public procurement and manufacturing, hence the 2022/2023 national budget is leaning towards that direction.

He pointed out that it was expected that the new law would come into effect on the 1st of April 2022.

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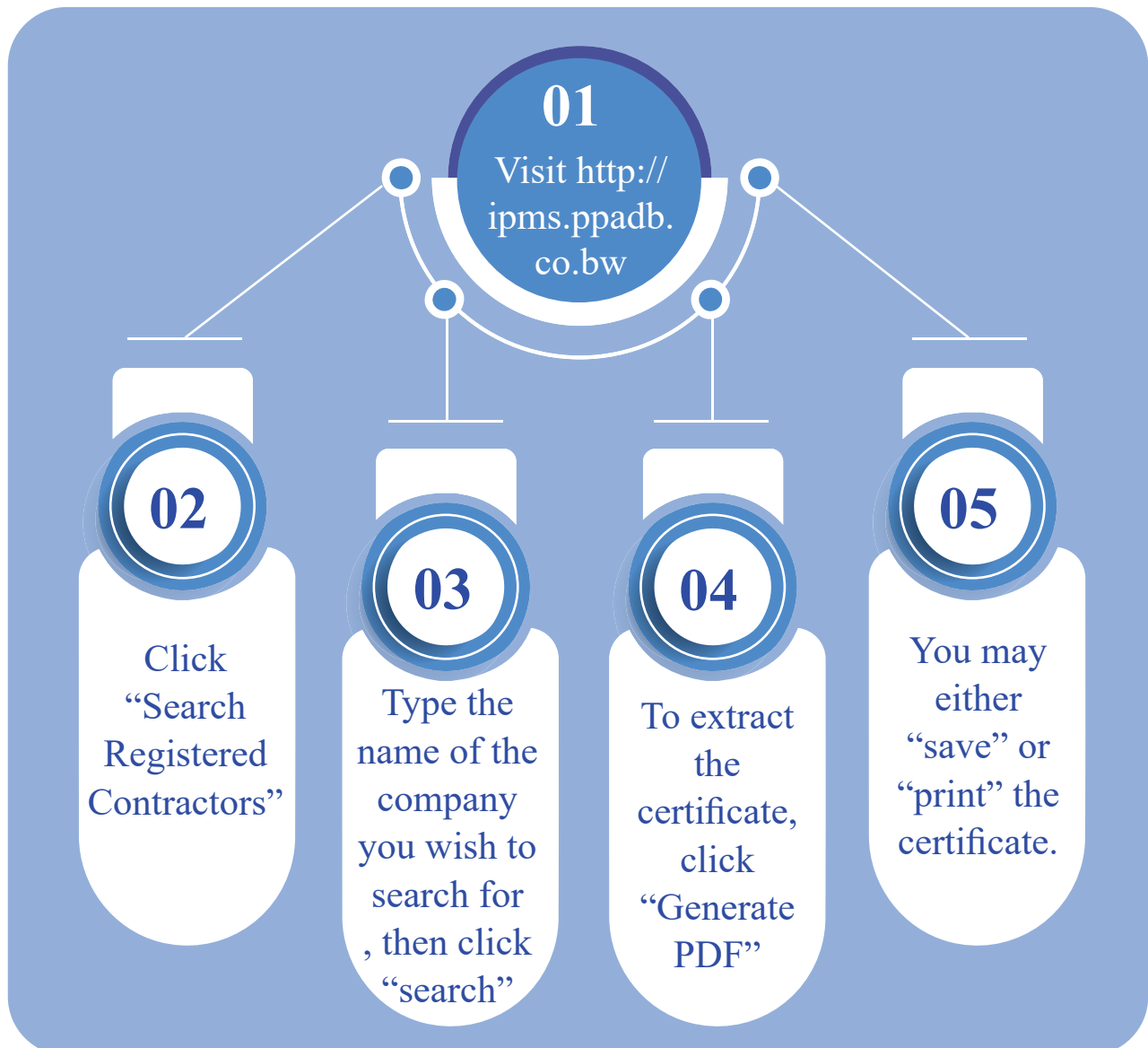
At the end of the three days, a Change Management Team was formed led by Mr. Nathaniel Tlhalerwa from Public Service Reforms Unit (PSRU), Office of the President, and comprising amongst others, Deputy Accountant General Ms. Tebogo Tomango, PPADB Head of Strategy, Policy, and Research Ms. Julia Ditlhong, Procurement Leadership from different Government Ministries, MFED and PPADB Public Relations Officers.

Amongst those who attended the workshop was the

Ministry of Finance and Economic Development (MFED) leadership, and Reforms Team, PPADB Leadership, and Strategy Team, Attorney General Chambers (Drafting Team), Government Ministries Procurement Teams, Ministry of Local Government and Rural Development (MLG&RD) leadership, and Reforms Team, Land Boards representatives, MFED and PPADB Public Relations Units.

The Workshop was facilitated by PSRU, Office of the President.

SEARCH FOR REGISTERED CONTRACTORS ON IPMS





The Accountant General
Mr. Kealeboga Molelowatladi

The Accountant General Mr. Kealeboga Molelowatladi says that the new public procurement law is a major system change affecting all government ministries, local authorities, land boards and parastatals.

Giving opening remarks during the Accounting Officers' workshop on procurement tool kit held in Gaborone, Travel Lodge, on Thursday, 7th April 2022, Mr. Molelowatladi said with the new law, Ministerial Tender Committees (MTCs) and District Administration Tender Committees (DATCs) will no longer adjudicate tenders as that will become the role of the Chief Buyer /Oversight Unit.

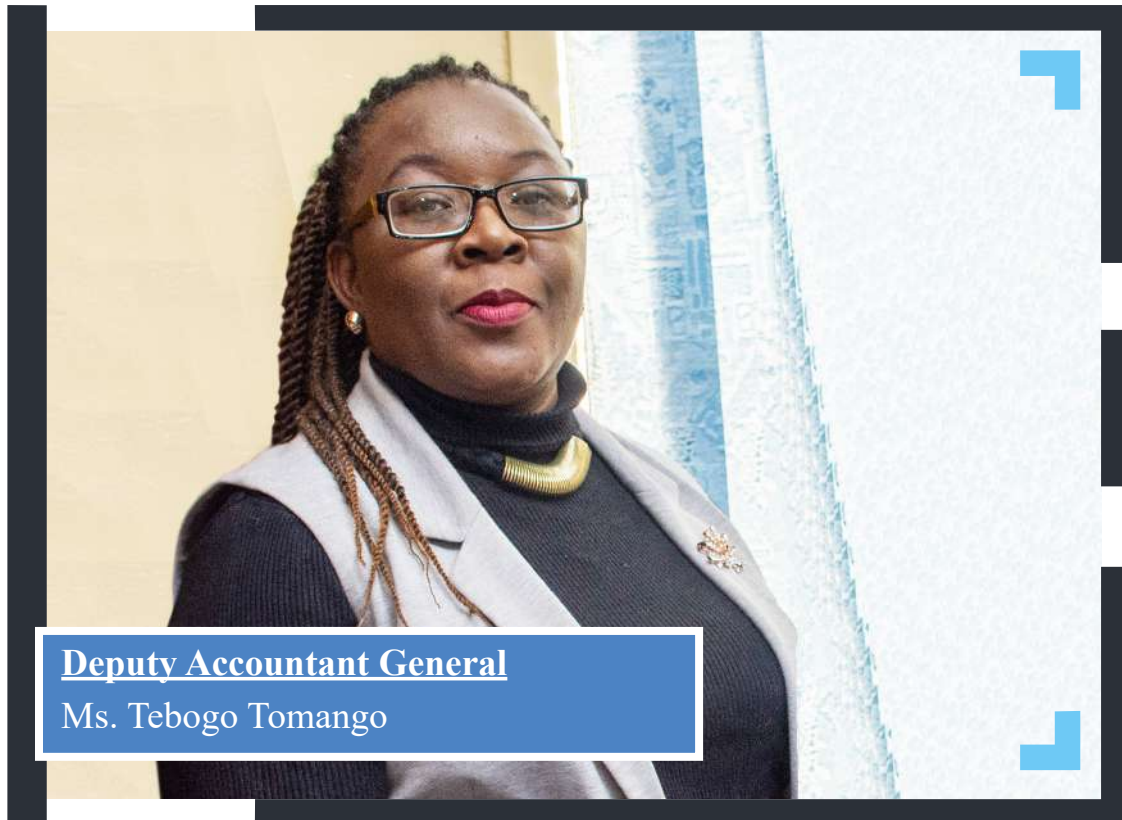
Mr. Molelowatladi said that the

Ministry of Finance and Economic Development (MFED) found it fit to capacitate Accounting Officers on procurement tool kit as they would be the ones adjudicating and awarding tenders through the office of the Chief Buyer while MTCs would be phased out, adding that the new law introduced procurement oversight office (Chief Buyer) to advise Accounting Officers, and that Procurement Units would be professionalised.

He said that since Deputy Permanent Secretaries (DPs) Corporate Services were chairing MTCs before, the work of adjudication and award of tenders in a procuring entity would not be new altogether, adding that DPs should

therefore be proactive in assisting Chief Buyers and Accounting Officers in the award of tenders by ensuring that before procurement activities are passed to the Chief buyers or AO, they are compliant with the Act.

He emphasised the need for Accounting Officers through the office of the Buyer (Procurement Oversight) to do market research to improve their work and made an undertaking to Accounting Officers that his office and the Public Procurement and Asset Disposal Board (PPADB) which would transition into Public Procurement Regulatory Authority (PPRA) would keep on organising similar programs to capacitate them.



Deputy Accountant General
Ms. Tebogo Tomango

Deputy Accountant General Ms. Tebogo Tomango says that the journey to review the public procurement law started in the financial year 2020.

Welcoming Deputy Permanent Secretaries (DPSs)-Corporate Services during a one-day workshop organised for them on the new public procurement law in Gaborone, Peermont Hotel on Monday, 14th March 2022, Ms. Tomango stated that the aim of the workshop was to pave way for the implementation of the law on the 1st of April 2022.

She said that the new law comes with new structures, and that DPS-Corporate Services are gate keepers when it comes to issues of procurement and administration hence the meeting,

which is to ensure that the new law is smoothly implemented.

Ms. Tomango said that a lot has been done to prepare for the new law, and Ministries should be ready to implement it.

She stated that the Public Procurement Act, was passed by the July Parliament in 2021, and assented to by His Excellency the President of the Republic of Botswana Dr. Mokgweetsi Masisi on the 19th November 2021.

The Deputy Accountant General Ms. Tebogo Tomango says that the Government Transformation Agenda led to the reforms in public procurement.

Giving an overview of the new public procurement law during a Trainers Workshop on Specific Changes in the law in Gaborone, Protea Hotel, Masa Square, on Thursday, 11th February 2022, Ms. Tomango said that more than sixty percent (60%) of government budget is expended on public procurement.

Deputy Accountant General Ms. Tebogo Tomango says because of such huge amount of money going into public procurement, it was decided that public procurement should be transformed to benefit the nation more, and that it should also embrace technology.

Ms. Tomango said that there has been

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public outcry as it seems public tenders are not properly awarded hence the need for a reform.

The Deputy Accountant General further said that because of the need to regain trust and inspire public confidence, a concept paper on transforming Public Procurement and Asset Disposal Board (PPADB) was developed and approved by the Minister of Finance and Economic Development (MFED) on the 8th of July 2020.

She said the changes resulted in moving the Asset Disposal component to Public Finance Management Act, which then paved way for transitioning PPADB into Public Procurement Regulatory Authority (PPRA) headed by a Chief Executive Officer and having a Board Chaired by a Non-Executive Chairperson to improve on corporate governance.

She said under the new law, Ministerial Tender Committees

(MTCs) and District Administration Tender Committees (DATCs) would no longer exist as Accounting Officers will take full responsibility for procurements within their Ministries, and that they will be advised by the Chief Buyer.

Ms. Tomango said, the Chief Buyer, which is a new position in government, will be playing a critical role of advising the Accounting Officer.

She pointed out that another major change brought in by the new law is the creation of a Public Procurement Tribunal which will be led by a Judge President and will have a Registrar as its Accounting Officer. She said that the Tribunal will be taking over the function of the Independent Complaints Review Committee (ICRC) to address all appeals emanating from public procurement. She clarified that complaints should first be addressed by Accounting Officers before they can be escalated to the Tribunal.



Guide 1 of 4

How to access Price Guides

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.

In this regard, the Board annually compiles Price Guides/Catalogues for commonly procured goods and services. These provide reference point for Procuring Entities (PEs) and Procurement Units (PUs), and Bidders throughout the procurement cycle.

The Price Guides/Catalogues help strengthen the public procurement system to achieve high levels of rationality in establishing reasonableness of 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.

To access the Price Guides/Catalogues; the following steps are to be followed:

- Step 1** Go to www.ppadb.co.bw on a web browser.
- Step 2** Select 'Documents' tab on the home page.
- Step 3** Select 'Price Guides' on the bottom right tab.
- Step 4** Select the folder '2022 Price Guides' to access the latest version of Price.

**For More Info
CONTACT US**



(+267) 360 2000 / 398 5801



gbagopi@ppadb.co.bw



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www.ppadb.co.bw

How to use Price Guides

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

Step 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);

Step 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;

Step 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

Step 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.



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Guide 3 of 4



Things to consider when using Price Guides

Note 1: It is imperative to highlight that though careful consideration has been made to ensure that the Price Guides/Catalogues are 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 PEs carrying out due diligence and taking into cognizance market dynamics. Upon embarking on such; and noting the discrepancies, the PEs are to duly notify the Board on these. This feedback/update to the Board should be made after completion of the procurement process.

Note 2: In some instances, the price list includes brand names for the respective items, these would be solely mentioned to emphasize the specificity of the item. Therefore, the stated brand names are not an exclusive recommendation or prescription by the Board, but merely mentioned for the purpose of information.

Note 3: The use of the Price Guides/Catalogues in assessing reasonableness is not applicable to Works Construction projects, unless where there is procurement of items that constitute building materials (as per the specific Price Guide/Catalogue), which would in such instances be a supplies function. Furthermore, the specified +/- 15% deviation threshold, indicated above, is not to be confused with the Engineers' estimate, which the Board has abolished.

Note 4: There can be instances where Reference Prices calculated are either too low or too high when compared across localities. Such disparities are attributed to several factors such as (i) peculiarities of local market forces in the respective locality, such as, a locality may have many suppliers and thus have products/services competitively priced and vice versa; and (ii) costs incurred by suppliers in sourcing the product, such as distance between origin of product and locality supplied, thus affecting transportation costs.

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Illustration of the limit of deviation when using Price Guides

No.	Item Code	Item Name	Description/ Specification	Unit	Price (BWP)	+/-15%	Price Range +/-15%	
							-15%	15%
BMW 5 SERIES SEDAN								
1	VL00101	BMW	520d, Gear Paddles for Automatic Transmission	Each	578,509	86,776.35	491,732.65	665,285.35
2	VL00102	BMW	520i, Gear Paddles for Automatic Transmission	Each	546,93	82,039.50	464,890.50	628,969.50
3	VL00103	BMW	528i, Sport Automatic Transmission	Each	657,895	98,684.25	559,210.75	756,579.25
4	VL00104	BMW	530d, Sport Automatic Transmission	Each	744,737	111,710.55	633,026.45	856,447.55
5	VL00105	BMW	535d, Sport Automatic Transmission	Each	859, 211	128,881.65	730,329.35	988,092.65

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**For More Info
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1st Executive Chairperson
Mr. Armando Lionjanga
2002 - 2010



2nd Executive Chairperson
Ms. Bridget Poppy John
2011-2019



3rd Executive Chairperson
Mr. Elijah Motshedi
August 2019-January 2021



Acting Executive Chairperson
Mr. Kgaggamalo Ketshajwang
February 2021 - October 2021



Acting Executive Chairperson
Ms. Tumelo Motsumi
November 2021 - March 2022



Mobile Office Launch In Maun



PPADB Staff Assisting The Public
During Outreach Programmes



Mohembo Bridge Site Visit



Shakawe Primary Hospital Site Visit



PPADB Handover House In Old Naledi



Organising Committee Of The Stakeholder Consultative Conference



Staff Pose For A Photo For Independence Day 2020



Guests From Central Procurement Board Of Namibia (CPBN)



Some Staff Members Posing For A Group Picture At The Performance Awards



PPADB 2017 Wellness Day



Kenneth Nkhwa Interchange Site Visit



Staff At The Handover Ceremony For The PEP Certificate



USTDA And PPADB Sign MOU To Renew Partnership Under The Global Procurement Initiative

1. It has come to the attention of the Board that there are some Procuring Entities (PEs) that continue to require bidders to submit certified copies of PPADB certificates, Tax Clearance certificates, Trade licences, National Identity Cards, and other documents during tendering process for compliance purposes. This places a lot of burden on bidders as each time they submit tenders they need to certify copies which are also said to expire every 3 (three) months. The Board wishes to provide clarification to Procuring Entities (PEs) and contractors on mandatory documentation required to be submitted by bidders for tendering purposes.
2. The Board herewith highlights the revised requirements for tendering purposes. Please note that the list is not exhaustive. Bidders are advised to refer to specific tender documents for any other compliance requirements that will not call for certified copies;
 - 2.1. **PPADB registration certificate:** Submission of certified PPADB certificate is no longer a requirement. Tender documents should state codes, sub-codes and grades (for Works) related tenders required with a statement to the effect that procuring entities will verify contractor registration status on-line. Procuring Entities should verify the status of PPADB registration of any contractor online through the Integrated Procurement Management System (IPMS) for public tenders at <http://ipms.ppadb.co.bw>.
 - 2.2. **BURS Tax Clearance:** Local companies should provide a tax registration number and the tax clearance certificate number. The verification of the validity of the BURS Certificates should be done by procuring entities on the BURS e-services portal at www.burs.org.bw. Foreign companies not based in Botswana should be required to submit a certified copy of tax exemption certificate from BURS.
 - 2.3. **Declaration form for tendering purposes:** The form is to be filled in full. An oath is to be taken before the Commissioner of Oath to attest to the correctness and truthfulness of the information provided. Part B of the form is to be completed by 100% citizen owned companies in order for them to be eligible for participation in Reserved Projects or gain Price Preferences. Contractors should not be required to attach any other documents from CIPA.
 - 2.4. **Certificate of Authority of Signatory:** Submission of certified copies of National Identity (Omang) is not required. Bidders should provide National Identity (Omang) number or notarised copy of Passport for foreigners.
 - 2.5. **Trade licences:** No longer required as Compliance documents.
 - 2.6. **Academic qualifications:** Provision of proof of registration with a professional body or academic qualifications where there is no professional body regulating the required discipline. This should be certified by commissioners of oaths or notarised by Notary Public.
 - 2.7. **EDD certificate:** EDD certificate has been added as a requirement for qualification for preference under citizen empowerment schemes for supplies, services and works. It is required that a copy be submitted. Procuring Entities will then verify the certificate with Ministry of Investment, Trade and Industry (MITI). The copy of the certificate therefore does not need to be certified.
 - 2.8. **Proof of Citizenship /CEE Policy:** Procuring Entities are advised that where there is a requirement to prove citizenship in bidding documents, bidders should be requested to provide national identity card numbers of the shareholders of the company and not copy of their identity document (Omang). The PE can then verify the

information with the National Registration Office.

2.9.2-5 days grace period to submit missing information: Procuring entities are still required to give bidders 2-5 days from the date of notification to submit missing documents or correct compliance documents as per Circulars No.1 and 5 of 2016.

3. PEs are advised that Tender Documents should therefore be amended accordingly to include the above requirements.

4. Micro Procurement

4.1. The Board has also been made aware that PEs require the above-mentioned documents under micro procurement. PEs are reminded of Regulation 60 (2) in the PPAD Regulations which states that, “In the micro procurement method, the selection of a supplier shall be conducted on a sole supplier basis without competition and without the requirement of the following – (a) bidding documents; (b) written bid; and (c) signed contract document”. The Board appreciates that for governance purposes PEs prefer to source quotations from suppliers to ensure competition at micro procurement level. However contractors should not be unduly burdened by onerous demands at this level.

4.2. PEs are reminded of **PPADB Circular No. 7 of 2017** which exempted small businesses who wish to engage in micro procurement (at the time micro procurement was P30, 000.00, and the threshold was increased to P50, 000.00 in 2016) from registering with PPADB.

4.3. The Board advises PEs to keep lists of suppliers which should be updated periodically to avoid situations where PEs will rely on same companies for micro procurement. Critical requirements such as trade licenses and tax clearance may be made a requirement for inclusion in the list. The list could then be used to select suppliers on a rotational basis during micro procurement provided the quality and pricing are reasonable. Accounting Offices are encouraged to find ways of preventing corruption in micro procurement through improved oversight.

4.4. PEs are also advised to enter into Framework Contracts where common user items have not been included in existing Framework Contracts under the Office of Accountant General to avoid frequent use of micro procurement which is prone to abuse.

5. Kindly feel free to liaise with PPADB for clarity where needed at 360 2000.

BY ORDER OF THE BOARD - October 2017



ONLINE REGISTRATION



Follow steps below

1. Visit <https://ipms.ppadb.co.bw>
2. Click “**Register**”
3. Complete the Form
4. Click Register
5. The system will send an activation link to the primary email you used.
6. Log into your primary email address to activate the account.
7. Click on the activation link/copy the activation link and paste on a new tab. The system will open a new IPMS homepage and prompt you to login with your username and password.
8. Log into your account, Under My Information click “**Create Basic Profile**”
9. Complete templates 1 – 4, then click “**Save**”
10. Click “**Next**” then
11. Click “**Submit**”. Wait for IPMS to load the next templates
12. Complete templates 5 – 13 and attach all necessary documents
13. Click “**Save**”
14. Click “**Next**” to choose Codes and Sub codes.
15. Click on Select discipline, Select code then select sub code (note to Select Grade for Works Codes)
16. Click on “**Add**”
17. Repeat the above 2 steps to Add more codes and sub codes
18. After adding codes, Click to check the box on the bottom left next to I/We certify that the information given in all sections above is correct to the best of my/our knowledge and beliefs
19. Click “**Save**”
20. Click “**Next**”
21. Click “**Submit**”
22. A pop up message appears for successful submission of the application

ONLINE PAYMENT

Follow steps below

- Visit <http://ipms.ppadb.co.bw>
- Log into your IPMS account.
- Click on the “1” on my pending taks, next to the Pending contractor submission fee
- Select Mode of Payment
- Click “save”
- Click “next”
- As the details of the payment appears, click the button (VCS)
- Click “Do verify payment”
- VCS page will appear, complete it by providing the card details
- Click the ‘check’ box, then pay
- Go back to the IPMS page, and click “do verify payment”
- Then click “next”



1. Visit <https://ipms.ppadb.co.bw>
2. Log into your IPMS account.
3. Click on “*Apply/Upgrade/View Status*”
4. Click “*Apply for Additional Codes*” (If not upgrading Works codes and sub-codes)
5. To Upgrade Check beside the Code and Subcode you want to upgrade, then Click on “*Upgrade*”
6. Read the pop up message and Click “*Proceed*”
7. Complete templates 5-13 and attach all the necessary documents
8. Click “*Save*”
9. Click “*Next*”
10. Choose the Codes you wish to apply for
11. Check the box on the bottom left next to I/We certify that the information given in all sections above is correct to the best of my/our knowledge and beliefs
12. Click “*Save*”
13. Click “*Next*” and then
14. Click “*Submit*”



1. Visit <https://ipms.ppadb.co.bw>
2. Log into your IPMS account.
3. Under My Pending Tasks Click on the “**I**” beside Pending Clarification (The number can be 2 or more if there is more than one application needing clarification)
4. Click the “**Proceed**” button under Actions (a pencil)
5. ..Click on the green numbers next to the Templates (Under Preview Applications)
6. The green number is your comment. Note down the comment and then close.
7. To attend to the comments, click “**Next**”, which will direct you to the Common Registration forms.
8. Attend to the comments.
9. Click “**Paper with money clip**” to attach all necessary documentsthen click “**Save**”
10. Click “**Save**”
11. Click “**Next**” again
12. Click “**Submit**”



Devolution and Compliance Coordinator

Mr. Lefoko Ramoatlhodi

Procurement News (PN) interview with Mr. Lefoko Ramoatlhodi (LR)

In this edition, PN speaks to the Devolution and Compliance Coordinator Mr. Lefoko Ramoatlhodi about his day-to-day activities.

PN: Tell us about yourself? (When you joined PPADB, and how you progressed to your current portfolio)

LR: I joined PPADB in 2004 as a Contractor Registration Assistant, making me a founding member of what evolved into the current fully fledged Contractor Registration Unit (CRU). I was later promoted to the position of Contractor Registration Administrator in 2008 where I served as the Head of the CRU, until the position of CRU Manager was created. In 2014 I was transferred to serve in Services Division as the Devolution and Compliance Officer for a period of 2 years. I was later promoted to the current position of Devolution and Compliance Coordinator in 2016.

PN: What are your main responsibilities as a Devolution and Compliance Coordinator?

LR: The Devolution and Compliance Unit that I head basically coordinates all matters pertaining to compliance monitoring of all procurement organs throughout Central Government such that at the end of each financial year a compliance

level can be determined for each Government Ministry and District Administration Tender Committee. The compliance levels are determined using various compliance monitoring tools which the Unit is also responsible for designing. The compliance level subsequently is used to determine the level of responsibility a Tender Committee is offered in the form of a financial threshold. This is a ceiling (in monetary value) which marks the maximum possible award by value that a specific Tender Committee can award.

The Unit is also responsible for coordination of all procurement reporting across Central Government. These reports come through on a daily basis at various intervals. The Unit basically consolidates these reports, analyses them, establishes trends pertaining to compliance or lack thereof and submit reports with recommendations for improvement. The reports are presented before PPADB reporting structures for internalization, appreciation and onward sharing with relevant Procuring Agencies.

The Unit is also responsible for capacity building and training of Tender Committees and Procurement Units across Central Government. It is further responsible for vetting of recommendations for appointment of Tender Committee Members in Government and making recommendations for

such appointment by the Board.

The Devolution and Compliance Coordinator therefore essentially coordinates and manages this maze of activities to ensure continuous compliance to the PPAD Act across Government.

PN: What is a typical week like for you?

LR: As mentioned, the Unit is largely a procurement reports generating wing of the Board. Much of the time on a normal week I am busy compiling data from various role players across Government. Reports are presented to various fora in PPADB and Government in general at various intervals ie. weekly, monthly, quarterly and annually. Therefore there is usually a report due almost every other week, which consumes the better part of one's substantive week. Other demanding activities include compliance monitoring visits, compliance assessments, capacity building workshops and general coordination of activities performed by various role players in procurement across Central Government.

PN: What kind of challenges do you deal with?

LR: The Board's mandate is broad, while the pool of internal officers responsible for the mandate is very lean. The same robustly engaged team of core officers (Procurement Specialists) is the same team I use to carry compliance monitoring activities. Therefore due to other competing core mandates like tender adjudication, complaints resolution, capacity building, site visits, research etc, the compliance monitoring activities sometimes do not get the full attention they deserve.

PN: What do you think are pivotal compliance challenges for PPADB?

LR: There is a challenge of enforcement of the Act. The PPAD Act in its current form does not expressly provide for direct punitive action by the Board against individuals who contravene the law. As such there are visible repetitive offences and offenders despite the Board pointing this out to Ministries, several times, through its various reports.

Procurement is partially administered by user department employees such as tender evaluation. These officers are not full time Procurement Officers and have other core mandates. As such the level of diligence and dedication to procurement work is often found to be very wanting. This leads to poor compliance to statutory provisions and obligations, inadvertently and

deliberately sometimes.

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

LR: Automation of all compliance monitoring processes and activities including reporting. Our ICT Division is currently assisting us in that regard.

PN: Can you describe the hardest compliance problem you've faced in your career? How did you handle it?

LR: The review of financial thresholds of Tender Committees can be very demanding. Over and above the compliance levels as stipulated above, the Board physically consults with each Tender Committee/Ministry before it decides on the appropriate threshold. During these meetings there are unique interests that come into the picture, some even conflicting. Some Committees will agree on the proposed thresholds, some would rather opt for an increase/decrease of the proposed threshold. These are influenced by various issues like the peculiarity of the Ministry's mandate, the caliber of the Ministry's procurement personnel, issues of readiness, perceived corruption in the Ministry, fear to assume increased responsibility etc. For one to come up with a specific financial threshold up to a specific thebe unit, one has to mix and concretize these divergent variables, strike balances and come up with solid recommendations in respect of all the 50 Board Committees. This is usually highly demanding, over and above the physical activities one has to endure before the final report is approved.

PN: What do you like most about your job?

LR: The interaction with various role players in procurement across Government allows one to learn as well. Being the open minded person that I am, I don't carry myself around as a Big Brother when with other procurement personnel in Government just because I work for the Procurement Regulator. The good relations usually brings forth certain ideas and concepts which would otherwise take permanent refuge and residence in your blind spot. That assists one to grow.

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

LR: The 13th Cheque, the few times it showed its pretty face when finances permitted.....just joking. It is a relatively good place to work. The entire journey has honestly been one good long memory.

PN: Thank you for your time!!.





Movement of Staff (October 2021 - March 2022)**New Appointments**

Name	Designation	Date of Appointment
Mr. Kamogelo C. Sebage	Research Assistant	1st October 2021
Ms. Joyce Montwedi	Office Assistant (Reprographics)	22nd November 2021

End of contract

Name	Designation	Last Date
Mr. Kgakgamalo K. Ketshajwang	Executive Director – Supplies	31st October 2021
Mr. Boniface Khwese	IPMS Assistant	31st March 2022
Mr. David K. Bapege	IPMS Assistant	31st March 2022
Mr. Joseph Tanjo	IPMS Assistant	31st March 2022
Mr. Kealeboga Kgotla	IPMS Assistant	31st March 2022
Mr. Mothusi Botshoma	IPMS Assistant	31st March 2022
Ms. Bonno D. Ikgopoleng	IPMS Assistant	31st March 2022
Ms. Leungo Bogopa	IPMS Assistant	31st March 2022
Ms. Itseng Manyothwane	IPMS Assistant	31st March 2022
Ms. Keokhubametse Mphiri	IPMS Assistant	31st March 2022
Ms. Onalenna Phillip	IPMS Assistant	31st March 2022
Ms. Jennifer L. Nokane	Temp. Administration Assistant	31st March 2022

DID YOU KNOW?

INTERESTING FACT

PPADB CERTIFICATES DO NOT EXPIRE



PPADB certificates that are due for renewal are given an automatic two (2) year extension.

CERTIFIED PPADB CERTIFICATE



Certified PPADB certificate is no longer a requirement during tendering as procuring entities verify contractor registration status online through the Integrated Procurement Management System.

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

OCTOBER 2021 - MARCH 2022

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USEFUL LINKS

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IPMS Portal: <http://ipms.ppadb.co.bw>