



**PPADB
BIDS
MOTSHEDI
FAREWELL**

**OCTOBER 2020
-MARCH 2021**

PROCUREMENT NEWS

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EDITORIAL

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“We Meet To Part And Part To Meet”

FOREWORD FROM THE PUBLIC RELATIONS & EDUCATION MANAGER

There is a saying that “We meet to part and part to meet”. However, it is not easy to part with the caliber of Mr. Elijah Motshedi, and that was clearly demonstrated through the speeches of those who have interacted with him during his tenure at PPADB.

Mr. Motshedi’s tenure as Executive Chairperson of PPADB came to an end on the 31st January 2021 after serving as a Board Member for eight years. The PPAD Act limits the term of Board membership to two terms only and one term is four years.

After the departure of Mr. Motshedi, Mr. Kgakgamalo Ketshajwang was appointed the Acting Executive Chairperson. He brings an element of business continuity as he has been with the PPADB family for some time, and he has immense experience in the public procurement and asset disposal space.

The current Covid-19 situation has brought in an element of uncertainty, and a familiar face is good to stabilize the ship.



Charles Keikotlhae
PPADB Public Relations & Education Manager

*Kindly read and enjoy.
We would always
cherish your feedback.*

MR ELIJAH MOTSHEDI LEAVES PPADB

An engineer by profession, his leadership skills were ably displayed at various Board Membership tenures at PPADB, Botswana Railways, and the Sir Ketumile Masire Teaching Hospital. In some instances, he was not only a member of those Boards, but chaired some of their Committees.



Mr. Elijah Motshedi (R) and Daughter (L) during his farewell at PPADB Offices

In addition to other trainings and professional development courses, Mr. Motshedi is an Aerospace Engineer from the Ryerson University in Canada. Aerospace engineering is a specialised field of Mechanical Engineering dealing with design and manufacturing of aeroplanes (aeronautical engineering) design and manufacturing of rockets and upper atmosphere vehicle systems (astronautical engineering).

As the Executive Chairperson, his role was to provide leadership and direction to both the Board and Management of PPADB and oversee the operations of PPADB to ensure the public procurement and asset disposal processes contribute to the country's socio-economic development through value for money procurement for central government and state-owned enterprises, a portfolio running into Billions of pula.

In line with its strategic plan and annual corporate plans, the Board adhered to best practices in corporate governance, and continued to achieve unqualified financial audits under the leadership of Mr Motshedi.

Mr Motshedi's tenure also saw the Board maintaining its QMS ISO 9000 certification by Botswana Bureau of Standards, and the Procurement System Corporate Certification by Chartered Institute of Procurement and Supply (CIPS) of the United Kingdom. Albeit brief, Mr. Motshedi's stay at PPADB as Executive Chairperson is not short of achievements, which were elaborated during the small farewell session. He will most notably be remembered for spearheading the following:

- The development and implementation of PPADB online integrated procurement management system and online contractor registration system.
- Quality Management Representative (QMR) at PPADB and provided guidance to enable PPADB to implement Quality Management System and attain Certification by Botswana Bureau of Standards

Despite the ravaging impact of the COVID 19 pandemic world-wide, PPADB under the leadership of Mr. Motshedi continued to offer world-class services to its clients, and the Board continued to receive positive reviews from the industry and Regulators.

MR KETSHAJWANG APPOINTED ACTING EXECUTIVE CHAIRPERSON



**Acting PPADB Executive Chairperson
Mr. Kgakgamalo Ketshajwang**

Mr Kgakgamalo Ken Ketshajwang has been appointed the Acting Executive Chairperson of PPADB effective 1st February 2021, following the departure of Mr. Elijah Motshedi.

A seasoned procurement practitioner, and leader with over 15 years of experience in public procurement; leading procurement reforms and strategic planning and decentralization of procurement through devolution of authority, implementation and rollout of government wide e-procurement system, professionalization of procurement cadre and capacity building of procuring entities and business community through collaboration with training institutions and multilateral development agencies to develop learning modules and certification programs; Mr. Ketshajwang is poised to excel in his new role.

His substantive position at PPADB is Executive Director Supplies, a position he has held since November 2013. He joined PPADB as Divisional Manager – Supplies in May 2007.

Before joining PPADB, Mr. Ketshajwang worked for Botswana Police Service from 1995 to 2007 as a Forensic Scientist, where he rose through the ranks to become Head of the Chemistry Unit of the Forensic Science Laboratory. Mr. Ketshajwang had joined Botswana Police Service from Water Utilities Corporation which he had also joined in the same year of 1995, as a temporary Assistant Water Quality Chemist.

Mr. Ketshajwang has an Executive Development Programme from the University of Cape Town Graduate School of Business, South Africa, which he obtained in 2018.

He also graduated with a Master of Science (MSc) Strategic Management from the University of Derby (United Kingdom) in 2010, as well as MSc in Forensic Science (Chemistry) from the King's College of the University of London (UK) obtained in 2002. Mr. Ketshajwang graduated from the University of Botswana with a Bachelor of Science (Chemistry and Environmental Science) in 1995.

The PPADB Acting Executive Chairperson also holds several professional qualifications and other short courses obtained over a period of time such as a Certificate in Forensic and Investigative Auditing with University of South Africa (UNISA), Professional Certificate in Business Management from the South African Institute of Management through the (UNISA), Certificate in Finance for Non-Financial Managers from Botswana Accountancy College, Leadership and Innovation in Public Procurement, Strategic Courses in Public Procurement and Asset Disposal matters, Procurement Fraud and Corruption, Effective Team Leader, Financial Forensic Auditing, among others.

In addition, he is a fully accredited trainer and moderator, certified by the then Botswana Training Authority (BOTA) in areas of public procurement and asset disposal, Fraud Management in the workplace and Strategic Management.

Mr. Ketshajwang was Admitted as a Full Member of the Chartered Institute of Procurement and Supply- MCIPS (Chartered) in 2016.

The PPAD Board, Management and Staff congratulates Mr. Ketshajwang on his appointment.



MR. MOTSHEDI STEERED THE SHIP IN THE MIDST OF A STORM

The PPADB Executive Director-Services, Ms. Tumelo Motsumi, said that the outgoing PPADB Executive Chairperson (EC) Mr. Elijah Motshedi steered the PPADB ship in the midst of COVID 19-induced challenges such as lockdowns, and budget cuts as he tapped from his strategic leadership skills.

In her welcome remarks during a Covid-19 sensitively arranged small farewell ceremony, Ms. Motsumi remembered how Mr Motshedi calmly advised on the proper cause of action when coming from the first nation-wide lockdown, and PPADB was informed that one of the employees of an outsourced service provider had come into contact with a COVID-19 positive person.

“There was panic amongst us. Some of us wanted the office to be closed immediately and disinfected. Not one to be swayed around, let alone make hasty decisions without properly informing himself, and in his usual calm manner, he consulted the COVID Task Team for proper advice”, said Ms. Motsumi.

According to Ms. Motsumi, the Executive Chairperson was basically asking why they were panicking as there should be proper advice before making any decision. This demonstrated an enviable leadership trait, said Ms. Motsumi.

She said that during Motshedi’s tenure, decisions were made based on either the Act and Regulations, policy, best practice or some standard. Mr. Motshedi was described as a man who does things in a procedural manner.

“Like elsewhere, PPADB has not been spared the harsh realities of COVID-19 pandemic and it was at that time that Mr. Motshedi demonstrated his leadership prowess,” said Ms. Motsumi.

**PPADB Executive Director Services
Ms. Tumelo Motsumi**



“Mma Motswagole knows that, every week at Board meetings, he would say, “Mma Motswagole I was wondering if this is procedural, what does procedure say”, she said.

“If you sit back and reflect on these, you will realise that these are qualities of a leader who holds corporate governance issues in high regard. Personally, these are the qualities that since I started working with Rre Motshe-
di I have silently observed and wish to adopt to develop myself,” said Ms. Motsumi.

Ms. Motsumi noted that whilst the pandemic has robbed Mr. Motshedi a well-fitting farewell, it is important to embrace the ‘new normal’ and make the most out of the small but intimate farewell session as the Board, Management and staff bid farewell to Mr. Motshedi.

**“Tsamaya sentle
ETM, shekgela
shente, uyendi shwe,
yenda zabanana
EC...” concluded Ms.
Motsumi.**



Mr. Motshedi's farewell in pictures

REVISED MANDATORY TENDER DOCUMENTS

1. 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. 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 licenses, 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. It should be noted that copies do not expire for as long as the original documents remain valid. 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 for works related tenders, grades should also be stated. A statement to the effect that procuring entities will verify contractor registration status on-line should be stated on the tender documents. 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: For local companies they 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 a 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 Oaths 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, the threshold was increased to P50, 000.00 in 2016 and ultimately to P100 000 in 2020) 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 iFramework 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



**PPADB acting Executive Director Works
Mr. Augustine Tema**

COLLEAGUES APPLAUD FORMER EXECUTIVE CHAIRPERSON

All the speakers at the Covid-19 sensitive farewell function for the former PPADB Executive Chairperson Mr. Elijah Motshedi applauded him for his great leadership skills and strong work ethics.

Acting PPADB Executive Director Works, Mr. Augustine Tema, said Mr. Motshedi worked effeciently and this was clearly demonstrated at the formative years of the organization, during which an individual Procurement Specialist would handle about 20-25 submissions a week as a result of the large amount of work in those days. Despite the large volumes, Mr Motshedi's work was always of quality and was produced on time. "Because we were handling a lot of submissions in those days, our workstations were always full of piles of papers, even on the floors. However, with Rre Motshedi; his desk was always spotlessly clean. Even to date, if you walk into Rre Motshedi's office the cleanliness and tidiness will strike you", said Mr. Tema. Another PPADB who talked about Mr Motshedi's tidiness is Ms. Julia Ditlhong, the Senior Manager-Strategy Research and Policy, who viewed this quality as "being organised".

Tema continued to say back in 2004 when the PPAD Act was newly enacted, most Procuring Entities (PEs) and the Bidding Community were not well versed with the requirements of the Act and the Regulations. He said this led to a lot of misunderstanding and arguments concerning submissions.

Adding that; "some of those people will come into our offices with flaring tempers. Being the calm person that he is, who listens and is never controlled by emotions, he would take his time and explain issues to the other party. He would refer to procedures, the Act and the Regulations until the other party calms down. This is a character that over the years, I so envied in Rre Motshedi."

According to Mr.Tema, Mr. Motshedi is a calm man, with a very strong character who is not

afraid to voice his opinion and beliefs even in the midst of opposition. He pointed out that Mr. Motshedi always thought through what he was about to say, putting across points that are backed up by factual information.

“There is a belief that Engineers and Scientists cannot write English properly, for me that is very true because if you look back students that did well in the sciences and maths were not that good in English. During our times some will even get 9s for English and 1s, 2s or 3s for Maths and the Sciences. Yes, those of you, who went to school then will recall that the fewer points you got, the better the grade. Rre Motshedi is proof that, that belief is very wrong because, he is an Engineer who writes well and makes things happen”, concluded Mr.Tema.

Another PPADB employee who spoke on behalf of all PPADB employees, Ms. Julia Senwelo had this to say to Mr. Motshedi:

“Each of us has been positively influenced by your presence, your skills and expertise. Your absence will surely be noted, but we hope that you are moving onto bigger and better things”.

“Rre Motshedi nna ke goletse mo matlhong a gagwe, yes we were opposite neighbours in Selebi Phikwe when I was a very young little girl at primary school level before my father died in an accident in the BCL Mine and my family was unfortunately forced to move to Gabane to start life afresh. Life continued and one day, as

a young adult my path, and that of Mr. Motshedi crossed again”, said Ms. Senwelo. Ms. Senwelo said when she arrived at PPADB, she found her former neighbour at Selibe Phikwe. She said that due to her outgoing personality, one day she just rocked at Mr.Motshedi’s office to introduce herself.

“Le nkitse nna, one day I just rocked at Mr Motshe-di’s office who was the Divisional Manager Works at the time and I said to him Sir, ke bidiwa Julia Koti. Mr Motshedi, always the professional he is, did not say to me “I know you’ “as some would have said but he simply said ‘ee mma’” as if he had not known that already, I sat down and reminded him of the years in Selibe Phikwe where we were neighbours, and so he remembered me. So that’s how he saw me grow-up”, she narrated.

Ms. Senwelo continued that “Rre Motshedi continued working for PPADB,di templates ele order of the day, go thulanwa ha di printereng as it is the norm with Specialists here. Bagaetsho, le ene o a di tlhaloganya di templates. Mme yare mo tsamaong ya nako, di mo lapisitse, a batla tiro ko CAA ko a neng a re tlogela go ya go bereka teng sebakanyana. Mme ya re a ntse a le koo a bona phatlha ya tiro kwano PPADB, a seka a ipha tsapa a gopola gae ka go kopa tiro, mme a



Ms. Julia Senwelo

atlega a boela gae. “Rre Motshedi legae la gago ke lone le”. A tla jaanong ka maemo a magolwane a bo Director, a tswelela a tlotlo siwa maemo gonna Executive Chairperson.”

She said that whilst Mr. Motshedi’s departure will leave PPADB staff with a significant void, the staff is thankful to have worked with him.

E-BIDDING STEPS

In order to ensure wider appreciation of e-bidding, the Board has developed the following literature to assist the bidding community participate in online tenders:



How to register on IPMS

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



How to make online payment

1. Visit <https://ipms.ppadb.co.bw>
2. Log into your IPMS account.
3. Under My Pending Tasks Click on the “I” beside Pending Contractor Submission Fee
4. Select Mode of Payment (Pay online using card)
5. Click “*Save*”
6. Click “*Submit*”
7. Select Normal or Express Application
8. Click “*Save*”
9. Click “*Next*”
10. Ensure the radio button under VCS Payment Gateway is checked
11. Click “*Do Verify Payment*”
12. VCS page will appear, complete it by providing the card details (leave out budget period)
13. Check the box beside Tick to approve the terms and conditions below
14. Click on “*Pay*”
15. Click on “*Close This Window*”
16. Click “*Do/Verify Payment*”
17. Click “*Save*”
18. Click “*Next*”

How to apply for additional codes



Keeping Tenders Clean



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 Click ***“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”***

Email: servicedesk@ppadb.co.bw



Keeping Tenders Clean



How to obtain codes printout/view codes

1. Visit <https://ipms.ppadb.co.bw>
2. Click “***Search registered contractors***”
3. Provide only your company name, then click “***Search***”
4. (Your company name will appear)
5. Click the checkbox against your company name
6. Then click “***Generate PDF***”
7. You may then print or save the code printout.
8. To view codes Click “***View codes***”

Email: servicedesk@ppadb.co.bw



Keeping Tenders Clean

How to check Application status

Email: servicedesk@ppadb.co.bw

- Visit <https://ipms.ppadb.co.bw>
- Log into your IPMS account.
- Click on “*Apply/Upgrade/View Status*” Under My information
- Click “*Show approved*” and then select Show all
- Go to Application Status column to check the status
- Then close

Tel: (+267) 360 2000 or 390 6853



Keeping Tenders Clean



How to reset your password

1. Visit <https://ipms.ppadb.co.bw>
2. Click “*Forgot your password*”
3. Enter User name and Primary Email
4. Click “*Submit*”
5. (A password Reset email has been sent successfully to your Email id) message occurs
6. A Password reset link will be sent to your Primary email
7. Click on the link to get new password /copy the password reset link and paste on a new tab. The system will open a new IPMS page. Enter a new password
8. Password should contain capital letters, number or special character
9. Enter new password and confirm password
10. Click “Submit”
11. The message that appears after successfully changing the password is “Password changed Successfully. Please login”

Email: servicedesk@ppadb.co.bw



Keeping Tenders Clean

How to change primary contacts

Email: servicedesk@ppadb.co.bw

- Visit <https://ipms.ppadb.co.bw>
- Log into your IPMS account.
- Click ***“My Registration Details”***
- Click ***“Update”***
- Then correct/change the details
- Click ***“Save”***
- Click ***“Next”***
- Click ***“Submit”***



Tel: (+267) 360 2000 or 390 6853

How to View and attend to clarifications



Keeping Tenders Clean



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 documents then click “**Save**”
10. Click “**Save**”
11. Click “**Next**” again
12. Click “**Submit**”

Email: servicedesk@ppadb.co.bw

HOW TO APPLY EMPOWERMENT SCHEMES?

i) **Reserved Procurement:** Bidding under reserved tenders is open only to citizen contractors and or the identified target group. Based on the type of procurement, the PE assesses the most appropriate scheme and reserves the tender accordingly. The current applicable reservations should be observed:

| SCHEME | WORKS | SERVICES | SUPPLIES |
|--|--|--|---|
| <p>Citizen Economic Empowerment (CEE) Policy</p> <p>For CEE all tenders that are P10 million and below are reserved for 100% citizens owned companies in line with Statutory Instrument No 23 of 2000</p> <p>Where a tender exceeds P10 million there has to be mandatory sub-contracting of up to 30% of the tender</p> <p>The CEE Policy also gives thresholds for preferences where citizens partner or form joint ventures with non-citizens.</p> | <p>Citizen Consultants;</p> <ul style="list-style-type: none"> • Building Construction - up to P 150 million • Civil works – up to P 48 million • Electrical & Mechanical – up to P 4.8 million • Water Engineering – up to P 24 million • Water Exploration – up to P 1.2 million <p>Citizen Contractors</p> <ul style="list-style-type: none"> • Grades OC to B (all disciplines reserved) • Building Construction - up to P 7.2 million • Civil works – up to P 20 million • Electrical & Mechanical – up to P 960,000.00 • Water Engineering – up to P 800,000 • Roads Ancillary works (all Grades) • Fencing (all Grades) | <p>Citizen Consultants;</p> <ul style="list-style-type: none"> • Information Technology Consultancy – up to 3 million • Accountancy – up to P 1.2 million • Other Consultancies – up to P 720,000.00 | <p>Citizen Contractors;</p> <ul style="list-style-type: none"> • Information Technology Supplies – up to 3 million Citizen owned companies – up to P10 Million; <p>-Manufacturing essential and vital medicines;</p> <p>-Manufacturing nonessential medicines</p> <p>-supplying essential and vital medicines and Laboratory reagents, supplies and medical equipment</p> <p>-supplying non-essential medicines provided they are not manufactured in Botswana</p> <p>-supplying non-essential laboratory reagents and supplies and minor medical equipment and consumables/accessories provided that they are not manufactured in Botswana</p> |
| <p>Economic Diversification Drive (EDD)</p> | <p>Local Contractors;</p> <p>In the procurement of works contracts or construction related Local Service</p> | <p>Local Service Providers;</p> <p>Printing and Publishing; Catering Services; Cleaning Services; various Consultancies;</p> | <p>Local manufacturers;</p> <p>Textile and Wearing Apparel; Stationery; Chemicals; food;</p> |

| | | | |
|---------------------------------------|---|--|---|
| | <p>Providers; Printing and Publishing; Catering Services; Local manufacturers; Textile and Wearing Apparel; Stationery; Chemicals; food; Wooden/Steel Furniture and 2??? projects the bidder must provide a list of local suppliers who will be contracted to supply the material (locally produced). The ITT should issue a Returnable Document Form T2.2GN (Declaration Form for EDD) that has to be submitted by all bidders.</p> <p>Note: Failure to provide the list of locally produced materials and services, in the CAB Memo, and where they will be procured from, will lead to disqualification.</p> | <p>Engineering Services; Funeral <u>Parlour</u>; Hospitality and Tourism Services; ICT Services; Media and Public Relations; Professional Services; Security Guard Services; Transport and Logistics Services; Broadcasting Services</p> <p>Applicable Preference Margins; Company Turn-Over:</p> <ul style="list-style-type: none"> • Small scale - up to P5m: 15% • Medium scale- P5m - P19.99m: 10% • Large scale -P20m and above: 5% <p>**as per EDD certificate Note; The bidder must provide a list of local suppliers who will be contracted to supply the locally produced products and the materials. The ITT should issue a Returnable Document Form T2.2GN (Declaration Form for EDD) that has to be submitted by all bidders.</p> <p>Note: Failure to provide the list of locally produced materials and services, and where they will be procured from, will lead to disqualification.</p> | <p>Wooden/Steel Furniture and Upholstery; Animal Feeds; Arts & Crafts; Construction Materials; Pharmaceuticals; Leather, Wood, Plastic, Paper Products; Electrical Products; Steel Fabrication and Metal Product; Agricultural Produce; ICT Products.</p> <p>Applicable Preference Margins; Company Turn-Over</p> <ul style="list-style-type: none"> • Small scale - up to P5m: 15% • Medium scale- P5m - P19.99m: 10% • Large scale -P20m and above: 5% **as per EDD certificate |
| Local Procurement Scheme (LPS) | <p>Ministries should reserve a quota of at least 20% of the value of their annual procurement budget to the LPS target groups.</p> <p>Projects under the micro procurement threshold should be reserved to youth, women and people living with disability, provided contractors in the target group, providing the required supplies, services or works are available in the locality.</p> <p>Applicable (cumulative) Preference Margins;</p> <ul style="list-style-type: none"> • Woman - 3% • Youth – 3% • People with Disability - 3% • Rural setting – 3% • Employment – 3% | | |

Points to Note;

Once a tender is RESERVED under the applicable Scheme / Policy, no other Schemes may apply in that same tender.

EXAMPLES;

Reservation under CEEP.

A consultancy or construction tender reserved for 100% citizen contractors, in line with the existing CEEP shall allow participation of citizen contractors only.

Reservation under EDD

A tender reserved for local manufacturers, in line with EDD, shall allow participation of locally registered manufacturers only. Such manufacturers will further be awarded preference margins in the tender in line with the issued EDD certificate (i.e. 15% for up to P5 million turnover/ 10% for above P5 million but below P20 million or 5% for P20 million and above.

Procuring Entities should seek authority from PPADB or its Committees, LAPAD Committees and Parastatal Tender Committees, as applicable, to procure products produced outside the country.

Reservation under LPS

A micro-procurement tender reserved for Youth, Women and People Living with Disability (PLWD), shall allow participation of the target group only.

The participants will further be awarded cumulative price preference margins as applicable under LPS (Woman- 3%; Youth – 3%; People with Disability- 3%; Rural setting – 3%; Employment – 3%)

(ii) PRICE PREFERENCE – for tenders that are not reserved: Where a tender is not reserved and open to all potential bidders irrespective of ownership and domicile, then such a tender shall allow application of Price Preference margins of the three various empowerment schemes however bidders shall only benefit from the empowerment scheme with the highest preference margin.

PEs shall ensure that there is no “double-dipping” in tenders and that contractors do not benefit, cumulatively, from more than one price preference scheme.

| | WORKS / SERVICES / SUPPLIES | | |
|--|--|---|--|
| Citizen Economic Empowerment (CEE) Policy | Applicable Preference Margins; Consultants; • 100 % Citizen – Owned JV - 10% • 100% Citizen Owned associations/consortia - 10% • 100% Citizen Owned companies - 9% • Majority Citizen Owned JV's 7% | Applicable Preference Margins; Contractors; • 100 % Citizen – owned JV 6% • 100% Citizen Owned associations/consortia 6% • 100% Citizen Owned companies 5% • Majority Citizen Owned JV's 4% | |
| | • Majority Citizen Owned associations/consortia 6% • Majority Citizen Owned companies 5% • Minority Citizen Owned JV's 4% • Minority Citizen Owned associations/consortia 4% • Minority Citizen Owned companies 3% | • Majority Citizen Owned associations/consortia 4% • Majority Citizen Owned companies 3.5% • Minority Citizen Owned JV's 3% • Minority Citizen Owned associations/consortia 3% • Minority Citizen Owned companies 2.5% • Foreign Owned/100 % Citizen-owned JV 4% | |

| | |
|---|---|
| Economic Diversification Drive (EDD) | Local Manufacturers and Service Providers; <ul style="list-style-type: none"> • Small scale - up to P5m: 15% • Medium scale- P5m - P19.99m: 10% • Large scale -P20m and above: 5% **as per EDD certificate |
| Local Procurement Scheme (LPS) | Youth, Women, People Living with Disability; <ul style="list-style-type: none"> • Outright 15% for Open Tenders within the DATC Threshold. <p>** LPS shall only be applicable in tenders that do not exceed the DATC threshold of the locality.</p> |

PREFERENCE UNDER LPS THRESHOLD

For tenders within the DATC threshold – an outright 15% price preference for the target group (Women, Youth, People Living with Disability (PLWD)) shall apply as per the Local Procurement Scheme. Those that do not fall under the LPS spectrum but are either EDD registered or fall under the CEEP Price Preference for Contractors & Consultants shall be awarded the appropriate margin in line with the EDD and CEEP.

Note:

- LPS shall not be applicable in tenders that exceed the DATC threshold of the locality.
- Where a bidder qualifies under more than one scheme, then the highest preference margin shall be applied; i.e. If a youth owned company (Service Provider) that is EDD registered qualifies for 10% preference under EDD and 15% preference under LPS preference, the PE shall apply the highest preference margin of the two (i.e. 15%).

(iii) SUB-CONTRACTING UNDER THE CEE POLICY

For large projects (under Works and ICT Services) it is mandatory that non-citizen contractors awarded Government contracts sub-con-

tract a maximum of 30% of the total cost of the project to citizen-owned contractors. Further, non-citizen contractors are mandated to transfer skills to the sub-contracted citizen owned contractors.

Price preference for non-citizen owned construction and ICT companies are further awarded price preference margins in line with the percentage of work sub-contracted to citizen companies;

- 23-30% subcontracting- 6% preference
- 16- 22% subcontracting- 4% preference
- 10-15% subcontracting- 2% preference
- 5-9% subcontracting- 1% preference

PEs have the responsibility to;

Ensure that there is no “double-dipping” in tenders, where a contractor benefits, cumulatively, from more than one price preference scheme. Only one scheme will be used to benefit a bidder.

Monitor implementation of empowerment schemes and submit reports on what has been achieved.



MR. MOTSHEDI BIDS FRANCISTOWN OFFICE FAREWELL

It was on the 21st January 2021 when the then outgoing PPADB Executive Chairperson(EC), Mr. Elijah Motshedi came to bid the Francistown Office farewell, accompanied by the Contractor Registration Manager (CRU), Mr. William Moswetsi. When welcoming the former EC and CRU Manager, the Francistown Centre Coordinator, Mr. Uwo Marobela pointed out to the PPADB Francistown employees that Mr Motshedi's able leadership in PPADB was coming to an end on the 31st January 2021.

He thanked Mr. Motshedi for the opportunity to come and engage with Francistown officers, and also expressed his appreciation for the support and growth he has provided to the office over the years.

When his turn came to address the Francistown Staff, the CRU Manager, Mr William Moswetsi stated that through the years, he learnt a lot from Mr. Motshedi's leadership methodology of being collaborative at all times.

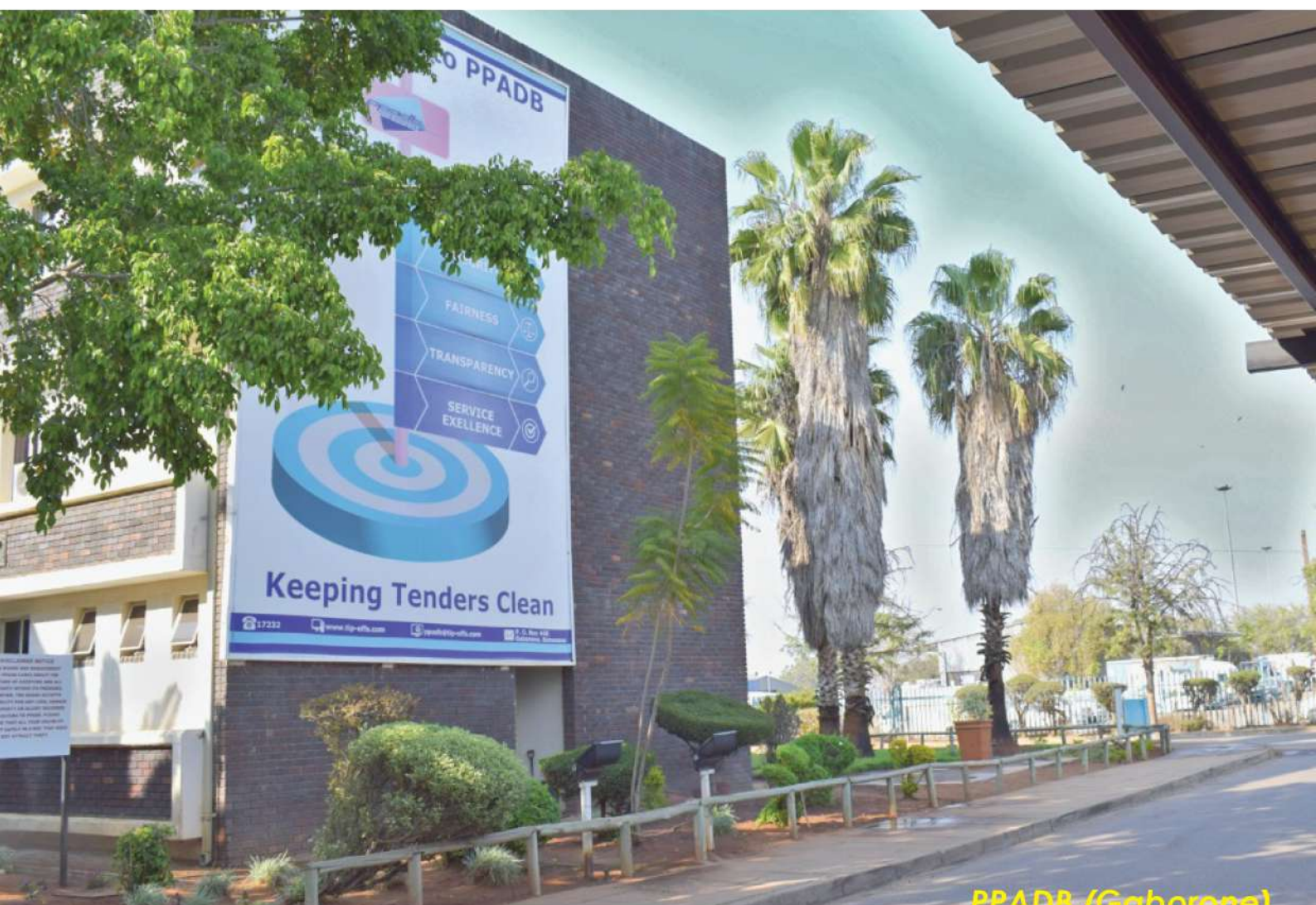
The CRU Manager said that Mr. Motshedi's engaging leadership style has birthed a diverse, creative and unified organisation that timeously meet its objectives. He further thanked the former EC for always encouraging and motivating staff members to believe in themselves and become better professionals.

In his remarks, the former Executive Chairperson stated that he is leaving knowing that the organisation is in good and capable hands. He expressed gratitude and appreciated the support given to him during his tenure.

Mr. Motshedi further encouraged all to embrace good corporate governance at all times, as the Francistown Office is full of young and vibrant employees whom will be leading the organisation in the near future if not tomorrow.

He emphasised more on the importance of planning, strategising and implementation as key factors in self-development and personal growth.

Mr. Motshedi concluded by encouraging everyone to adhere to Covid 19 protocols as outlined by the Public Health Department in order to stay healthy and pursue PPADB mandate.



PPADB (Gaborone)

STAFF NEWS



Ms. Winnie Tjienda

I'd say that seeing satisfaction in the eyes of my clients or hearing it on their voices is the best feeling ever

Procurement News (PN) interview with Ms. Winnie Tjienda (WT), Service Desk Officer with Contractor Registration Unit.

PN: Tell us about yourself

WT: My Name is Winnie Utaka Tjienda. I was born in Ghantsi and married in Mahalapye, and I am a mother of three girls and a boy. I hold a Bachelor of Honors Degree in Professional Communication from Limkokwing University of Creative Technology. As for my personality, I am versatile, passionate and dynamic.

PN: What does your job entail?

WT: It involves dealing with enquiries or complaints from walk in customers and through telephonic means. Due to Covid-19, I mostly assist clients telephonically. I also process Online registrations at Preliminary Verification stage.

PN: What are your main responsibilities as a service Desk officer?

WT: Answer enquiries about online registration requirements, assist contractors with their company online registrations and escalating queries to the relevant personnel.

PN: What is a typical day or week like for you?

WT: Giving out registration requirements over the phone, checking application status and at times guiding the contractors on steps to register online, activate their accounts or online payment. In a week I assist over 250 enquiries telephonically. Before Covid-19, that was the number of people who came in physically to seek assistance from the helpdesk.

PN: What kind of problems do you deal with?

WT: Dealing with clients who do not know how to use a computer and prefer that their applications be done manually, and they become frustrated when they have to ask or pay someone to do the online application for them.

PN: What skills, abilities and personal attributes are essential to be successful in your job?

WT: Quite a few attributes actually, one needs to have excellent communication skills as the nature of the job demands effective communication. Knowledge retention and recall is vital as clients want answers almost immediately, and might not have the patience to wait for one to get answers. Another skill needed would be ability to handle pressure, patience, empathy, creative problem solving, and my personal favorite; the ability to remain calm under pressure.

PN: How Important is customer service to you?

WT: It is of paramount importance to me, because it boosts my morale in knowing that I have assisted a client to the best of my abilities as this will help in adding value to the PPADB's brand and image.

PN: How do you deal with a frustrated customer?

WT: I walk a mile in their shoes, after which I try to resolve the issue from the roots to see what might be the problem and offer ways of solving the problem.

PN: How do you deal with a customer who is on the phone and refuses to calm down?

WT: I have been here long enough to know that allowing a client fully verbalize their complaint or anger is very valuable, so I let them do so without interruptions. Then I try by all means to build rapport, with empathy, and try as much as possible to be calm and to speak with my lowest understanding voice.

PN: How do you face criticism from your customers?

WT: I am a professional who knows that I am not perfect, and in so doing I keep an open mind for criticism, and later turn criticism into an opportunity to better myself in that area.

PN: What is the best thing that has happened to you about your job?

WT: Coming up with an innovative idea of turning printed PPADB's Media Release into Video form, which was approved by the organisation.

PN: What do you find most challenging about your job?

WT: Having to admit to our Integrated Procurement Management System (IPMS) failure, clients complain that Integrated Procurement Management System is not user friendly, and has too many processes as compared to other systems that I am aware of, and unfortunately have to admit the truth as I see it, which may, in this case, not be very pleasant.

PN: What do you like most about your job?

WT: I'd say that seeing satisfaction in the eyes of my clients or hearing it on their voices is the best feeling ever.

PN: If you were to leave PPADB now what special memories would you take with you?

WT: : Gosh! There are so many! Umm...it will be the Team Building outings. I have always loved the opportunity to socialize out of the setting of the office, and not forgetting the Christmas Parties, because you know how the saying goes...Work Hard, Play Hard. That's what I am about.

NEW EMPLOYEES, RESIGNATIONS, RETIREMENT & MOVEMENT (OCT 2020 – MAR 2021)

New Appointments

On Permanent & Pensionable

| DIVISION / UNIT | Name(s) | Designation | Date joined |
|-----------------|-----------------------|--------------|-------------|
| CSD | Motlalepula Moupanaga | Receptionist | 01/11/2020 |

Resignations

| NAME | POSITION | DATE ENGAGED | DATE RESIGNED |
|--------------|-------------------------------------|--------------|---------------|
| Ireen Maotwe | Accounts Assistant (Receivables) | 01/07/2015 | 09/10/2020 |

Promotions

| Division | Name | Previous Position | Current Position | Date of Appointment |
|----------|---------------------------|-------------------------|--------------------------|---------------------|
| ICT | Kgakgamalo Letsweletse | User Support Officer | Application Developer | 01/02/2021 |

End Of Contracts

| Division | Name | Position | Last date |
|----------|------------------------------|---------------------------------|------------|
| Works | Dikgang Pitinyane- Modise | PPS – Electrical Engineering | 31/12/2020 |
| OEC | Elijah Motshedi | Executive Chairperson | 31/01/2021 |
| Supplies | Lebogang Molatlhegi | PPS - DATC | 31/01/2021 |

End Of Contracts (Temp Staff)

| Division | Name | Position | Last date |
|----------|--------------------|--|------------|
| OBS | Ookeditse Masalila | Temp. PR Assistant | 28/02/2021 |
| CSD | Segolame Modisang | Temp. Office Assistant (Purchasing) | 28/02/2021 |



*Keeping
Tenders
Clean*



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