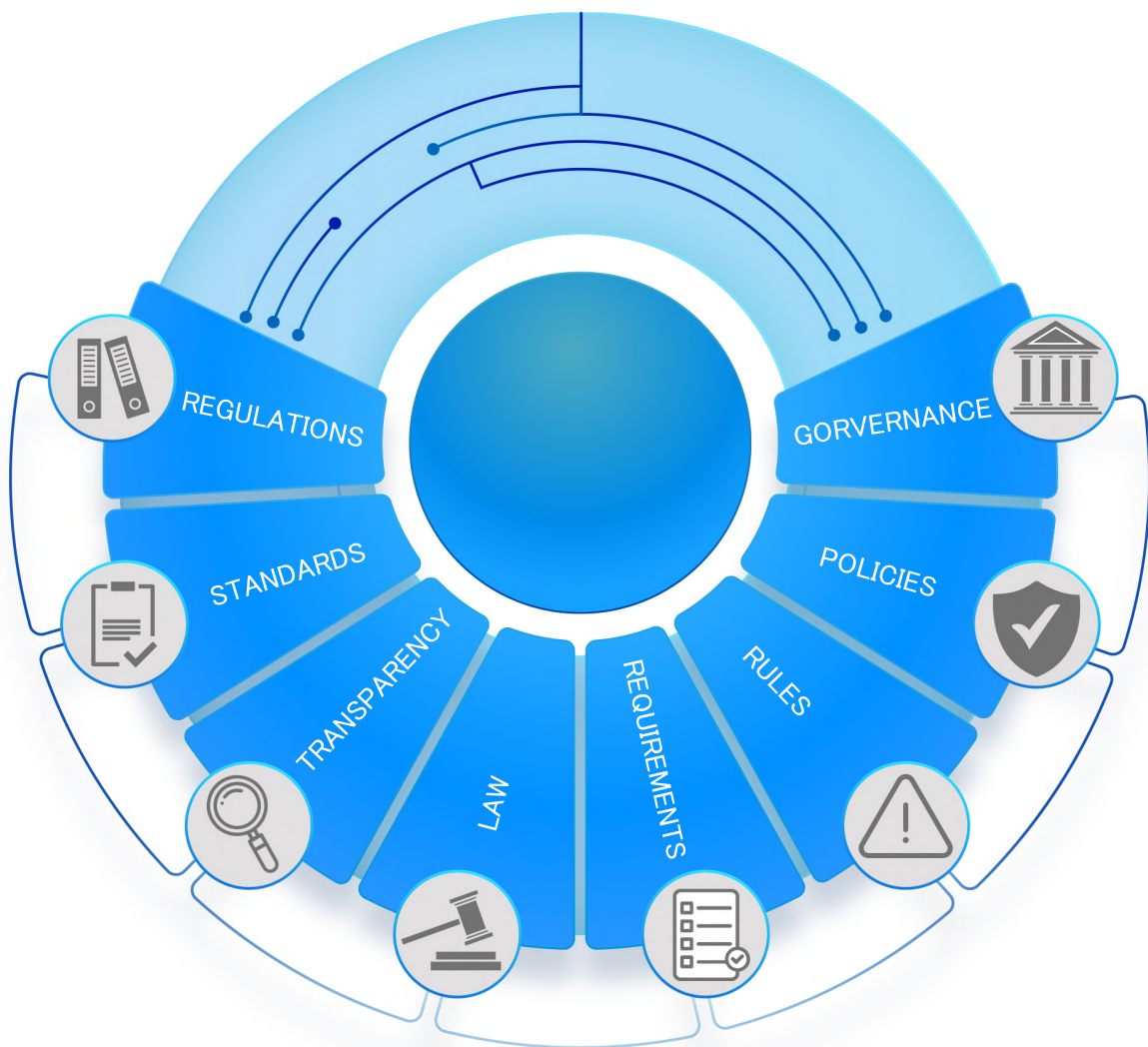


PROCUREMENT NEWS

APRIL - SEPTEMBER 2023



PUBLIC PROCUREMENT
REGULATORY AUTHORITY

 Are *chen*cheng!
#BWmindset*change*

OBJECTIVES AND FUNCTIONS

The Public Procurement Regulatory Authority (PPRA) was established by the Public Procurement Act of 2021 (the PP Act), which came into effect on 14 April 2022. PPRA's mandate includes:

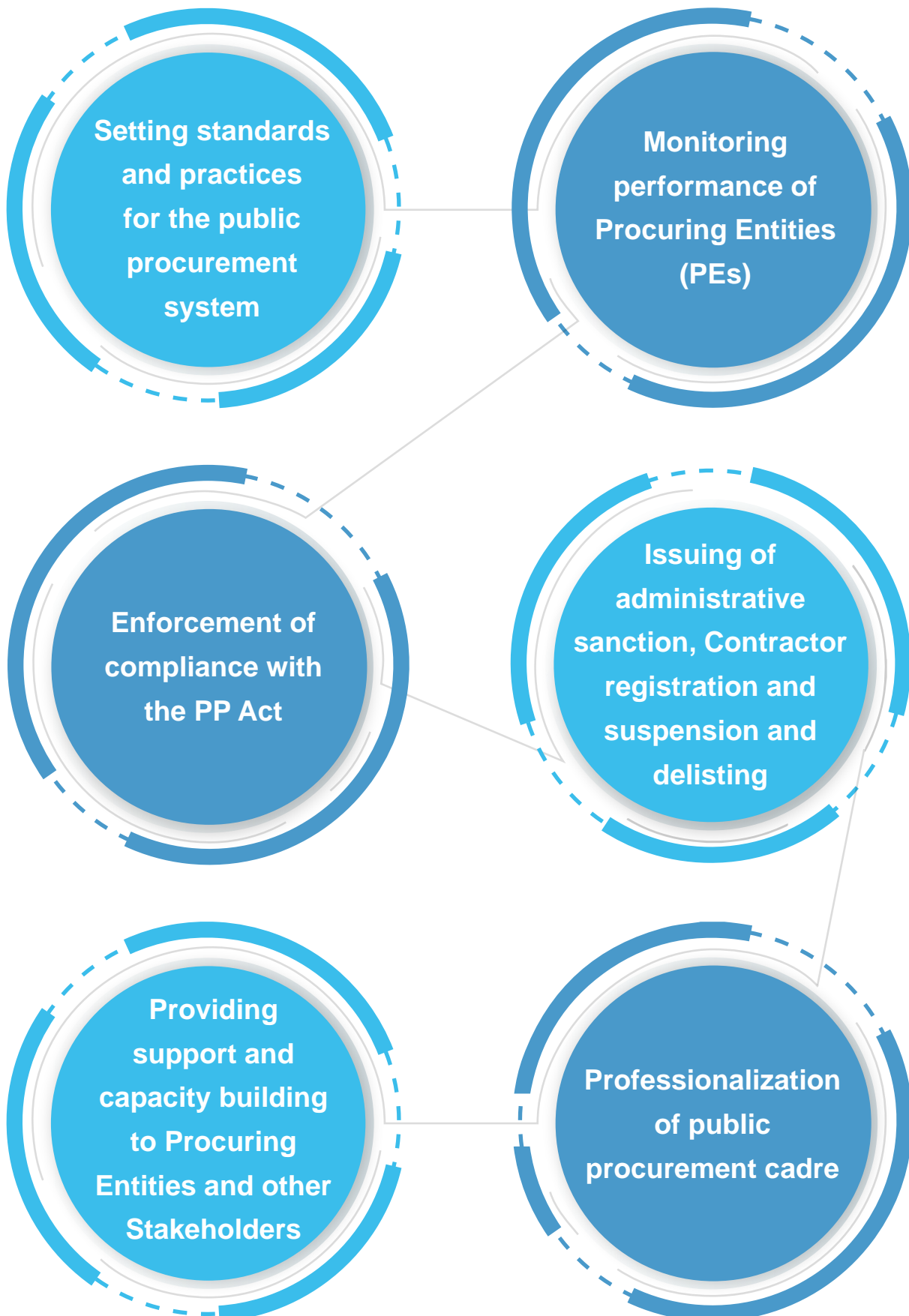


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Public Procurement Regulatory Authority



PPRA IN THE MIDST OF TRANSITIONING PERIOD

PPRA Public Relations & Education Manager

Mr. Charles Keikotlhae

Since April 2022, a lot has been happening in the public procurement landscape as Public Procurement Regulatory Authority (PPRA) has been busy preparing for the full implementation of the Public Procurement (PP) Act, 2021.

Key among the activities were the development of a new strategic plan to suit the new mandate as well as the organizational restructuring. The strategic plan has been completed and will start in the next financial year whereas the organizational structure is undergoing consultative discussions with key stakeholders.

The Authority has also been conducting assessments of the Procuring Entities (PEs) especially Councils since they were previously

administered under a different Act. The aim of assessments is to gauge PEs preparedness for the full implementation of the PP Act, and assist them where needed.

Further, the Authority has been conducting capacity building workshops to train PEs on the new law as well as carrying out public education to raise awareness on the requirements of the new law.

Such changes have indeed been putting a lot of pressure on PPRA employees. Commemoration of events such as the Independence Day came handy to offer reprieve; a little relaxation and interaction.

New developments such as Environment, Social, and Governance (ESG) and Integrated reporting to help position the

Authority as a global citizen also called for more to be done through initiatives such as community outreach, despite meagre resources at the disposal of the Authority. Donations of second-hand chairs to deserving communities were made in this regard. However, it has to be noted that this was a continuation of what PPRA has been doing all along from the time of PPADB days.

As it is very critical during the ongoing transition to keep stakeholders informed, and involved, the Procurement News provides such an avenue to keep our stakeholders abreast of the transitional journey.

**“Kindly enjoy
and give us
feedback”**



PPRA Executive, Management and Staff posing for a photo during Independence Day Celebration

Botswana's 57th Independence Anniversary Celebrated under Vision 2036 pillar of "A Proud and Secure Nation"

The Public Procurement Regulatory Authority (PPRA) staff, dressed in Tswana attire, joined other organisations and Batswana at large in celebrating and appreciating Botswana's Independence anniversary. This is the day that is celebrated on the 30th September of every year, and this year, Botswana is short of only three years to reach its diamond jubilee, as it celebrated its 57th Independence Anniversary.

Celebrated under Vision 2036 pillar of "A Proud and Secure Nation", the day is also a great time for the country to honour the struggles and sacrifices of its leaders and people to secure freedom, and serves as a reminder of the country's commitment to democracy and Peace.

"Today is symbolic of hard work.

We take time to pay humble tribute to the founding patriots who broke ground for us on a journey towards achieving a united and proud nation, our forefathers and mothers.

Fifty-seven years ago, they embraced not only courage but foresight when they established Botswana as a sovereign Republic", said PPRA Acting Chief Executive Officer (CEO), Ms. Tumelo Motsumi during PPRA Botswana Independence Day Celebration on 28 September 2023.

Ms. Motsumi continued to explain how important it is to celebrate and appreciate this day, "it is a definition of our origins, roots and heritage: this is not an attained skill of some sort, some call it a genetic accident. Botswana simply defines who we are, national pride, not as

an arrogance, but pride that forms part of someone's self-esteem", adding that, "Let us not be deterred, the current national trend towards a successful Botswana is "Mindset change".

As the day gathered pace, PPRA Choir made the event even more fulfilling as they joyfully sang "tswana" songs demonstrating love and passion about their country. Setswana food such as "bogobe jwa lerotse", "gemere", "seswaa" and others were offered to staff, and these served as a strong symbolic association with the country's culture.

Ms. Motsumi wished staff the best Independence Day and urged them to be responsible as they celebrate.



PPRA Acting Chief Executive Officer (CEO), Ms. Tumelo Motsumi addressing Staff during the Independence Day Celebration

Botswana Independence Day is a symbolic of hard work. The nation needs to take time to pay humble tribute to the founding patriots who broke ground for Botswana on a journey towards achieving a united and proud nation, the forefathers and mothers of this country.



Chefs preparing traditional "setswana food" for staff to enjoy

PPRA OFFICIAL HANDOVER OF DONATED SECOND-HAND CHAIRS TO KUBUNG PRIMARY SCHOOL



Ms. Tumelo Motsumi

On the 18th August 2023, PPRA Acting Chief Executive Officer Ms. Tumelo Motsumi officially handed-over 30 donated chairs to Kubung Primary School and the ceremony was held in Kubung village. The chairs were received by the Kubung Primary School Headmaster Ms. Dikabelo Polo.



Ms. Dikabelo Polo



Officially handing-over of donated chairs



Kubung Primary School staff listening attentively to the proceedings of the day

PPRA OFFICIAL HANDOVER OF DONATED SECOND-HAND CHAIRS TO BOTSWANA COUNCIL FOR DISABLED



Ms. Colleen Motswaiso

On Wednesday 23 August 2023, PPRA General Manager Corporate Services Ms. Colleen Motswaiso official handed-over 30 donated chairs to Botswana Council for Disabled and the ceremony was held in Gaborone Head Quarters Office. The chairs were received by the Botswana Council for Disabled Executive Director Mr. Moffat Louis.



Mr. Moffat Louis



Officially handing-over of donated chairs



A group picture after the official handing of chairs



PPRA Staff and representatives from Panel of Legal Advisors posing for a group picture during the Legal Services Panel Induction

The Public Procurement Regulatory Authority (PPRA) Acting Executive Director Supplies Mr. Lucas Kennekae says that changes brought by the new Public Procurement (PP) Act has resulted in more work for PPRA.

Giving welcome remarks during PPRA Legal Services Panel Induction on Friday, 4 August 2023 at Cresta Lodge, Gaborone, Mr. Kennekae stated that since, in the new law, adjudication and award of tenders have been removed from PPRA, and transferred to Procuring Entities (PEs) where the Accounting Officer (AO) is now fully accountable, one would have thought that it would reduce PPRA workload.

He said that contrary to such an expectation, “The PPRA’s scope of work has increased and now covers local authorities, in addition to central government, parastatals and landboards”.

Mr. Kennekae said that with the mandate of the Authority focused on regulation, monitoring and enforcing compliance, it goes without saying that more foot soldiers are needed to traverse the length and breadth of the country all year round.

He pointed out that in addition to issues that arise on a day to day basis, PPRA has to carry out assessments, procurement audits, contract audits and investigations.

“This is indeed a huge task which requires extensive resources in order to ensure that the PPRA’s mandate is sufficiently achieved,” Mr. Kennekae pointed out.

He said, it goes without saying that when one talks of compliance and enforcement, “Our learned friends from the legal fraternity play a vital role, hence this induction today.”

“I do believe that you, our learned friends, will do the best in your abilities to assist the PPRA to achieve its mandate to regulate public procurement”, he said.

Mr. Kennekae congratulated those in the panel of legal advisors for the PPRA, pointing out that they emerged



PPRA Board Secretary Ms. Patience Motswagole (L) and PPRA Acting Executive Director Supplies Mr. Lucas Kennekae (R) listening to the proceedings of the day

PPRA transitioned from PPDAB on the 14th April 2022 and since its transitioning the scope of work has increased and now covers local authorities, in addition to central government, parastatals and landboards.



Representatives from Panel of Legal Advisors listening attentively to the proceedings of the day



Mr. Tshiamo Rantao giving vote of thanks



PPRA ICT User Support Officer Ms. Bame Tihaodi making preparations for the quiz competition

Public Procurement Regulatory Authority (PPRA) held a Business Continuity Awareness Week (BCAW 2023) on 25 - 29 September 2023; an initiative by the Business Continuity Institute (BCI) aimed at raising awareness and promoting best practices for building resilience in organisations.

When giving opening remarks during a session to launch the BCAW 2023, PPRA Senior Manager Strategy, Research and Policy, Ms. Julia Dithong encouraged the PPRA employees to participate fully in the Awareness Week.

She highlighted that the COVID-19 pandemic demonstrated the need for effective Business Continuity Management, adding that the organisation is now acutely aware that an incident can strike with major repercussions and with little, or no, warning at all; "Being prepared to keep critical processes running during an incident is a must", she said.

Business Continuity Management (BCM) is focussed on planning for unexpected events which can impact critical business infrastructure and processes. BCM

ensures that in the event of a major operational disruption, measures are in place not only to minimise the impact of such events but also to facilitate the recovery and continuation of operations within timeframes acceptable to stakeholders.

The theme for this year was "Embedding the BCM culture in PPRA."

PPRA's participation in the week-long event held under the theme "Embedding the BCM culture in PPRA" reflects commitment to embedding resilient practices in PPRA and ensuring that the Authority is prepared for any potential disruptions to its operations.

The week kick-started with staff interaction sessions which were used to encourage creative thinking and brainstorming.

Job rotation was the second session of the week. During job rotation employees were moved among various departments or job functions for a set time. The process was intended to provide employees with an opportunity to gain broader experience, learn new

skills, and advance their careers. Further, the job rotation program increases employees' engagement by giving them more responsibility and autonomy.

PPRA undertakes regular testing of its BCM given that regular testing is a mechanism that enables an organisation to reach a level of comfort that the continuity / recovery strategies and supporting infrastructures are sufficient to cope with a real-life crisis. Without adequate testing at the appropriate level, staff and management may not work appropriately.

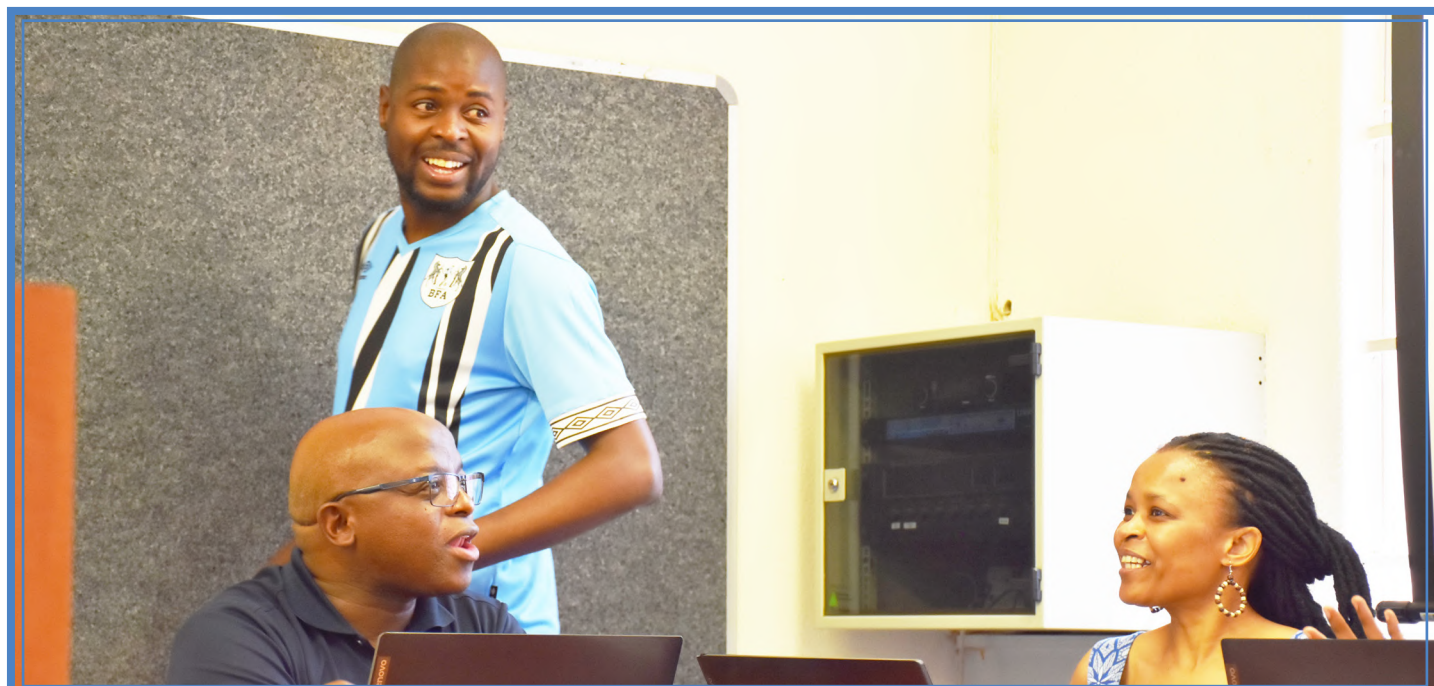
A key element in developing a sustainable BCM mindset and culture within an organization is the preparation and delivery of a program to create corporate awareness

and enhance the skills, knowledge and experience required to implement, maintain and execute the Business Continuity project and program.

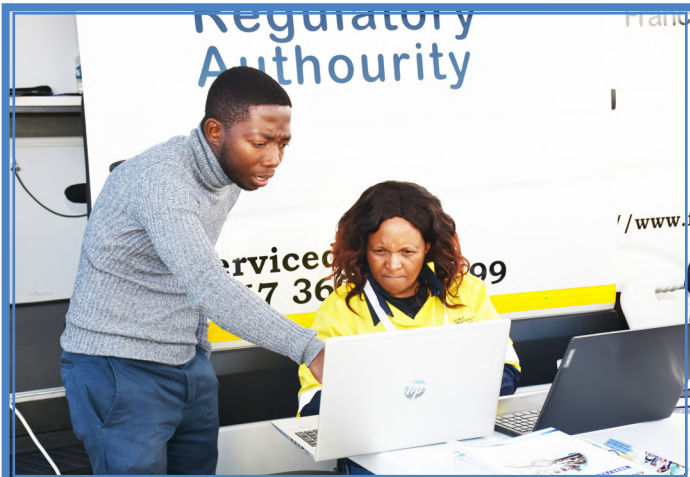
The last activity of the week was a competition between the divisions in the form of a quiz. This was to check their level of understanding of Business Continuity. The representatives per divisions were as follows: Corporate Services Division Ms. Stacey Lekgetho, Contractor Registration Unit Ms. Boineelo Montsheng, Office of the Board Secretary Mr. Letlhogonolo Moremi, Services Division Ms. Same G. Bantsi, Strategy, Research and Policy Mr. Kamogelo Sebage, Supplies Division Mr. Valentine Modise and Works Division Mr. Obusitse Andries.



PPRA Staff observing quiz competition between divisions



PPRA Application Developer Mr. Kgakgamatso Letsweletse making preparations for the quiz competition



CRU Office Assistant Ms. Hazel Thukwi assisting a customer at the fair



PPRA staff manning the stall during the Consumer Fair

The Public Procurement Regulatory Authority (PPRA) continues to participate in Fairs and Exhibitions to build more awareness on its mandate, the new Public Procurement Act and other services offered by the Authority.

The Authority participated in the 16th Botswana Consumer Fair which was held in Gaborone from the 28 August to the 3 September 2023.

The theme of the fair was “Fostering Consumer Confidence Through Business Resilience post-Covid-19 Pandemic” aiming to link the business community with buyers or to create a trading platform.

The main issues that kept cropping up during interactions with stakeholders were the transformation of Public Procurement and Asset Disposal Board (PPADB) into PPRA, PPRA mandate, Public Procurement (PP) Act, Public Procurement Tribunal and newly introduced Procurement methods.

Stakeholders were reassured that a change initiative is being implemented to guide the new developments.

Apart from public education and awareness raising on the Authority’s mandate and on the PP Act, PPRA provided a ‘self-service’ station for customers to

commence contractor registration applications, check application status, update their profiles and even attend to clarifications on their applications.

Stakeholders were encouraged to take advantage of new developments such as IPMS and existing schemes such as Economic Diversification Drive (EDD) and Local Procurement Scheme (LPS) to improve their businesses and livelihoods.

The feedback from stakeholders during such outreach activities such as fairs and exhibitions inform the PPRA leadership about the challenges the stakeholders face and is taken into consideration when developing mitigation strategies for such challenges.

According to the organisers of the Botswana Consumer Fair, the fair is an all-inclusive event with the objective of creating an interactive forum for local and international exhibitors and visitors.

The fair offers great opportunities to grow and diversify the economy through live platforms for various sectors thereby promoting direct trade.

“Fostering Consumer Confidence Through Business Resilience post-Covid-19 Pandemic”

REVISED CONTRACTOR REGISTRATION FEES

The Minister of Finance revised the Contractor Registration Fees as published in the 16 June 2023 Government Gazette. However, implementation of the revised fees has not effected as expected due to some delays. Stakeholders will be informed of the commencement date. The fees are as follows:

Works Assessment Fees

	Charge (Pula) Per Sub-Code
OC	300.00
A	600.00
B	900.00
C - 100% Citizen	1, 500.00
C - Majority Citizen	1, 800.00
D -100% Citizen	2, 250.00
D - Majority Citizen	3, 000.00
D - Minority Citizen	4, 500.00
E - 100% Citizen	3, 000.00
E - Majority Citizen	4, 500.00
E - Minority Citizen	6, 000.00
E - 100% foreign	9, 000.00

Service and Suppliers Assessment Fees

	Charge (Pula) Per Sub-Code
100% Citizens	300.00
Majority Citizens	600.00
Minority Citizens	1, 500.00
100% Foreign	3, 000.00

- Normal application submission fee for both citizen and non-citizen: P200.00
- Express application submission fee: P5000.00.
- Annual subscription fee of P200.00.
- Penalty fees for failure to submit information changes: P5000.00.
- 100% citizen youth owned contractors (18 years to below 36 years old) will be charged at 50% per sub-code.”

For further information, kindly contact the Public Relations Office at Tel: (+267) 360 2017 / 14 or PROffice@ppra.co.bw.

PPRA CONTINUES WITH CAPACITY BUILDING WORKSHOPS

PPRA is mandated in terms of Section 8 (1) (k) to promote training and professional development of any person engaged in public procurement in accordance with the PP Act. The target audience is inclusive of Contractors in order to ensure adherence to ethical standards. From the month of April to the month of September 2023, a total of twenty-two (22) workshops (targeting Parastatals, Local Authorities and Central Government) were undertaken.

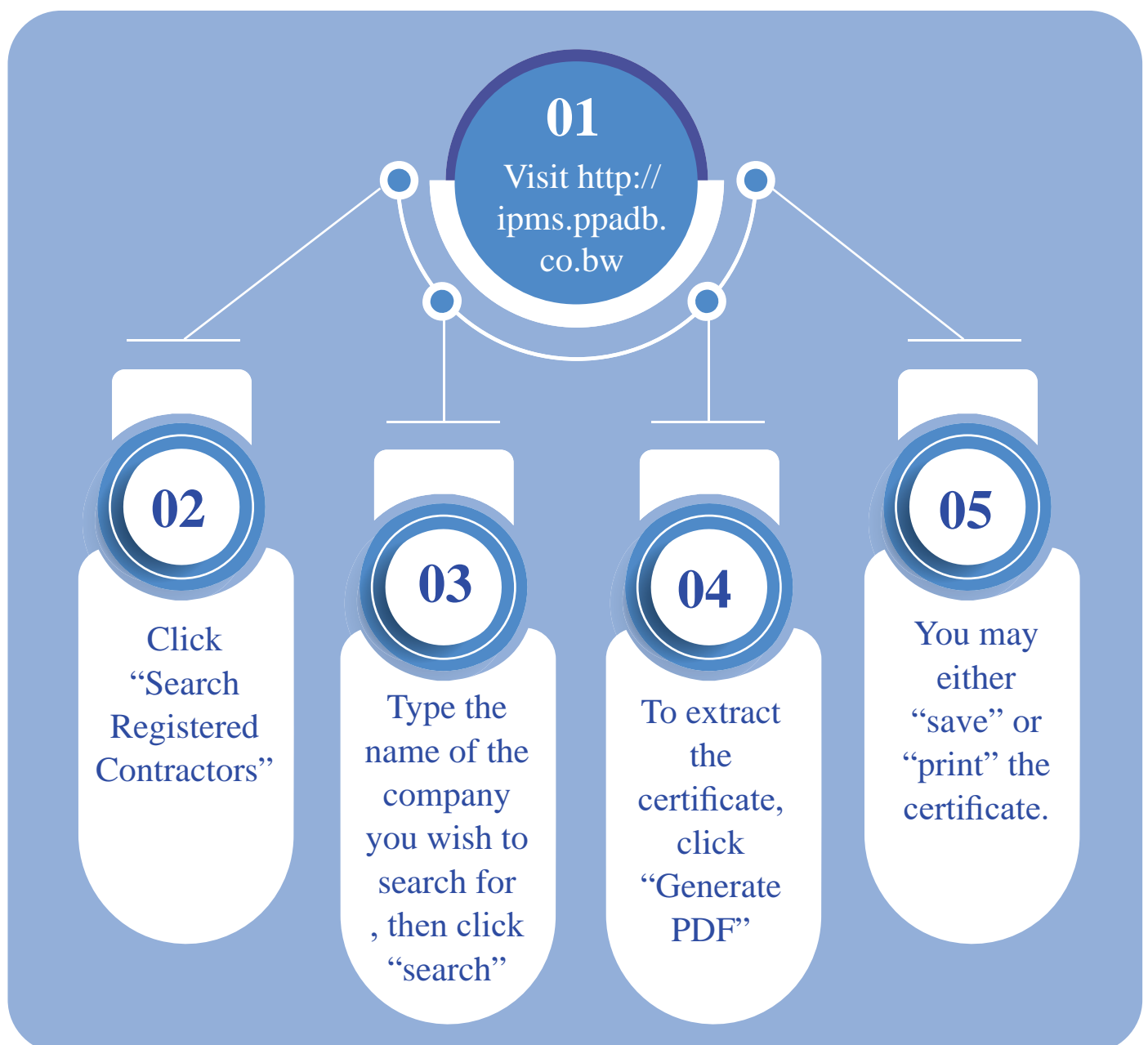
PPRA is in collaboration with Chartered Institute of Procurement and Supply (CIPS), to train all Accounting Officers, Heads of POU, and Procurement Officers in Central Government, Local Authorities and Parastatals, on a customised Procurement Tool-Kit. The course covers basic procurement concepts and theory on public procurement and is aimed at capacitating participants on the new PP Act.

List of conducted workshops is as follows:

No.	PROCURING ENTITY	TITLE OF REQUEST	DIVISION	MONTH
1	Ministry of Communication, Knowledge and Technology	Capacitation on the new PP Act	Services	April
2	Water Utilities Corporation	Training on PP Act 2021 Works	Works	April
3	Botswana Examinations Council	Engagement on the new Public Procurement Act Works	Works	April
4	Directorate of Public Service Management	Capacity Building Training	Services	April
5	Ministry of Environment, Natural Resources Conservation and Tourism	Provision of Capacity Building	Works	May
6	Ministry of Defence, Justice and Security	Engagement on the new Public Procurement Act	Works	May
7	Botswana Trade Commission	Capacity Building Training	Supplies	June
8	Botswana Unified Revenue Service	Training on the New Public Procurement Act 2021	Supplies	June
9	Ministry of Foreign Affairs	Request for capacity building workshop for evaluators	Services	June
10	Directorate on Corruption and Economic Crime	Capacity Building	Services	June
11	Ministry of Local Government and Rural Development	Training of Local Authorities on PP Act and Regulations	Supplies	June
12	Ministry of Education and Skills Development	Training procurement professionals	Supplies	June
13	Central Medical Stores	Training on the new PP Act 2021	Supplies	June
14	Office of the Auditor General	Capacity building on the new PP Act 2021	Services	July
15	Directorate on Corruption and Economic Crime	Capacity Building workshop	Services	July

16	Office of the District Commissioner – Kweneng	Capacitation on the new PP Act 2021	Services	July
17	Botswana Power Corporation	New PPRA Regulation training for BPC staff	Works	July
18	Ministry of Entrepreneurship	Capacity Building workshop	Services	August
19	Botswana Public Service College	Induct BPSC Executive on the New Law	Supplies	August
20	Ethics and Integrity Directorate	Training on procurement procedures	Works	August
21	Ministry of Entrepreneurship	Capacity Building workshop	Services	September
22	Central Medical Stores	Training on the new PP Act and the Regulations	Supplies	September

HOW TO SEARCH FOR REGISTERED CONTRACTORS ON IPMS



TRAINING AND ADVICE ON THE NEW PUBLIC PROCUREMENT ACT, 2021

The Authority wishes to inform all PEs and other Stakeholders that it offers training on the new Public Procurement Act. Accordingly, PEs and other stakeholders are advised to approach the Authority for training on the new Act where required. This is important for purposes of creating consistency, common understanding and promote compliance to the Act. This is also important to create standard approach to issues and to support PEs through this transition period.

PPRA REVIEWS CAPACITY BUILDING FEES

The Public Procurement Regulatory Authority (PPRA) has increased its capacity building fees with effect from 1st September 2022. The increment follows a partial review of the capacity building fees which have been and are still below the market. The reviewed fees are part of the cost recovery policy meant to bring a level of self-sustenance.

COST DESCRIPTION	RATES AFTER REVIEW (BWP) EFFECTIVE 01/09/2022
Procuring Entities (PEs)' workshops per day for 30 or less participants	15 000.00
PEs with more than 30 participants for each extra participant per day	750.00
Where workshop takes half a day or less, the client organization pays for each participant per day	7 500.00
Workshops for contractors per delegate per day	750.00

In addition, the following categories have rates as shown below:

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

Training and advice on the new Public Procurement Act, 2021

The Authority wishes to inform all Procuring Entities and other Stakeholders that it offers training on the new Public Procurement Act. Accordingly, Procuring Entities and other stakeholders are advised to approach the Authority for training on the new Act where required. This is important for purposes of creating consistency, common understanding and promote compliance to the Act. This is also important to create standard approach to issues and to support Procuring Entities through this transition period.

For any clarification on the matter, kindly contact the PPRA Capacity Building Coordinator Mr. Lisani Nzhuzha at Tel: +267 3602057 or Email: lnzhuzha@ppra.co.bw

RE-ALIGNMENT OF SECURITY SERVICES CODES AND DEACTIVATION OF ARMS AND AMMUNITION CODES

The Public is informed that Public Procurement Regulatory Authority (PPRA), formerly known as the Public Procurement and Asset Disposal Board has, with immediate effect, discontinued the following codes and sub codes:

Code 100- Security Services (100% Citizen)

- Sub code 02 - Security Systems Monitoring
- Sub code 03 - Guard Dogs, Horses and other animals
- Sub code 04 - Cash in Transit
- Sub code 05 - Private Investigations
- Sub code 06 - Loss Control

Code 219 Arms and Ammunition

- Sub code 01 - Arms and ammunition
- sub code 02 - weapons and missiles system and
- sub code 03 - defense equipment and systems,

Code 139 Miscellaneous Services

- Sub code 17 - Locksmith services

Subsequent to these new developments, PPRA has introduced the following new codes:

Code 100- Security Services (100% Citizen)

- Sub Code 01 - Security Guard Service (the sub code name has been modified)
- Sub Code 02 - Specialist Security Service (new)
- Sub Code 03 - Close Protection Service (new)
- Sub Code 04 - Electronic Security Service (new)
- Sub Code 05 - Private Investigation Service (new)
- Sub Code 06 - Security Advisory Service (new)

Code 219 – Arms and Ammunition, sub code 04: Navigational Equipment, Instruments and Surveillance Systems, has been migrated to code 203 Electrical, electronic, Mechanical, Fire and ICT Supplies, as sub code 05: Navigational Equipment, Instruments and Surveillance Systems.

Procuring Entities, Contractors and all stakeholders are informed of these developments and are to note that the changes were necessitated by the need for compliance with the law, particularly the Arms and Ammunition Act and the Private Securities Act .

Contractors are to note that as per the requirements of the law, there will be no automatic conversion. Therefore, Contractors who are interested in continuing to do business with Government and State-owned enterprises under the new sub codes are encouraged to apply for registration of the new codes demonstrating that they meet the requirements, including possession of the necessary licenses from the relevant Authorities being the Ministry of Defence and Justice and the Botswana Police respectively.

For further clarification, the public or relevant stakeholders should contact the following:

Contractor Registration

Email: CRU@ppra.co.bw

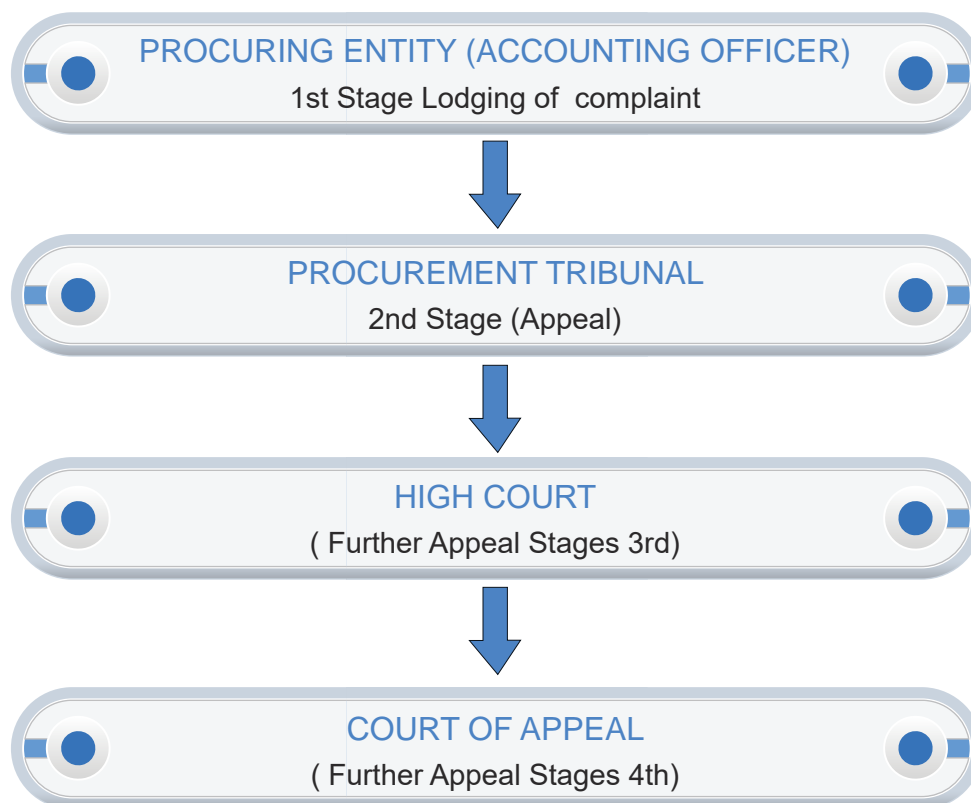
CRU Administrators

Kebainee Andrew Sengalo – 72993454
Antoinette K. Ragalase – 74458109

Moabi T. Madisa – 71414909
Phenyo O. Victor – 71979511

COMPLAINTS PROCESS

In an effort to reduce frivolous or vexatious complaints that delay the procurement process/ projects, this complaints process was put in place. Frivolous or vexatious are complaints that ; Lack arguable basis in law or fact or their contention is baseless and intended to cause delays or frustrate the procurement process. The complainant appears to have no interest in the complaint to which grievance relates or; Where it appears that any procedure for resolving the complaint, that has been agreed by both parties to such a complaint but has not been followed or completed by any of the parties to the complaint



Complaints and disputes are first referred in writing to the accounting officer within 10 days from the date of the award decision publication, then appealed within 14 days to the Procurement Tribunal before they can be appealed to court.



ONLINE REGISTRATION



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

PAYING ONLINE FOR CONTRACTOR REGISTRATION

1. Visit <https://ipms.ppadb.co.bw>
2. Log into your IPMS account.
3. Under My Pending Tasks Click on the “1” next to the 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**”

CONTINUE FROM REGISTRATION INITIATED STATUS



1. Visit <https://ipms.ppadb.co.bw>
2. Log into your IPMS account.
3. Under My Pending Tasks Click on the “1” beside **“Registration Initiated”**
4. Click the “Proceed” button under Actions (a pencil)
5. Complete template 5-13 and attach all the necessary documents
6. Click on **“Save”**
7. Click on **“Next”**
8. Choose the Codes you wish to apply for
9. 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 belief
10. Click **“Save”**
11. Click **“Next”** and then
12. Click **“Submit”**

APPLICATION FOR ADDITIONAL CODES



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”***

VIEW AND ATTEND TO PENDING CLARIFICATIONS



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**”

PROCUREMENT METHODS

- Open domestic bidding;
- Open international bidding;
- Restricted domestic bidding;
- Restricted international bidding;
- Request for quotations;
- Micro procurement;
- Request for proposals with competitive negotiations;
- Competitive dialogue;
- Reverse auction;
- Direct procurement;
- Unsolicited bid;
- Best and final offer;
- Negotiated procedure;
- Expression of interest; or
- Any other method that the Minister may prescribe.

All methods available for works, services (including consultancy) and supplies.

Choice of Procurement Method

- The choice of procurement method will be driven by either :
 - financial thresholds (estimated value of requirements), or
 - circumstances.
- Financial thresholds provided in Guidelines
- Circumstances defined in the Regulations

Circumstances

- Emergency situations
- Limitations on supply sources
- Contract extensions
 - similar items with no advantage from further competition
 - for continuity or compatibility

- Other exceptional circumstances

Open Domestic Bidding

- Default method of procurement - Sec 53(1)
- Maximum competition - open to all bidders subject to registration requirements
- Standard method for high value works, services and supplies
- Will always be used for contracts over P300,000 unless special circumstances apply

Open International Bidding

- Used in place of domestic bidding where:
 - Effective competition requires foreign participation
 - Value for money would be increased by foreign bidders
 - Technical complexity requires foreign bidders

Restricted Domestic Bidding

- May be used where:
 - Works, services or supplies only available from a limited number of providers
 - Insufficient time for open bidding in an emergency situation
 - Other exceptional circumstances justify departure from open bidding

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
- Requires the prior written authority of the Accounting Officer

Request For Quotations

- May be used where:
 - Insufficient time for open or restricted bidding in an emergency situation
 - Estimated value is less than P300,000
 - Other exceptional circumstances justify departure from open or restricted bidding

- Only one supplier is approached (minimum)
- No bidding document, written bid or signed contract required
- Documented through receipt or invoice

Micro Procurement

- May be used where:
 - Estimated value is less than P100,000
 - Efficient method for very low values

Direct Procurement

- May be used 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

PROCUREMENT CYCLE FOR GOODS



MOVEMENT OF STAFF (APRIL 2023 – SEPTEMBER 2023)**New Appointments (Temporary Research Assistants)**

Division / Unit	Name(s)	Designation	Appointment Date
Strategy, Research & Policy	Ms. Pako Ndelema	Research Assistant	11 September 2023
Strategy, Research & Policy	Ms. Katlego Sekabodile	Research Assistant	11 September 2023
Strategy, Research & Policy	Mr. Kalayame Malema	Research Assistant	11 September 2023
Strategy, Research & Policy	Mr. Kutlo Karema	Research Assistant	11 September 2023

Resignation





Division / Unit	Name	Designation	Appointment Date
Services	Walter Smith	Devolution & Compliance Officer	30 June 2023



DID YOU KNOW?

INTERESTING FACT

FACTS ABOUT PPRA

PPRA transitioned from the then PPADB on the 14th April 2022. PPRA has now assumed regulatory functions and will no longer be involved in adjudication and award of tenders and handling of complaints.	
Public Officers, employees of a public body are prohibited from participating in public procurement & their immediate family members are prohibited from bidding in any procurement activity where the public officer is employed.	
Section 76:1 of the Public Procurement Act states that all works, services and supplies procurement shall be reserved for a 100% citizen or a citizen contractor.	
Complaints and disputes are first referred to the Accounting Officer within 10 working days of award of a tender, and then appealed within 14 working days to the Public Procurement Tribunal before they can be taken to court.	

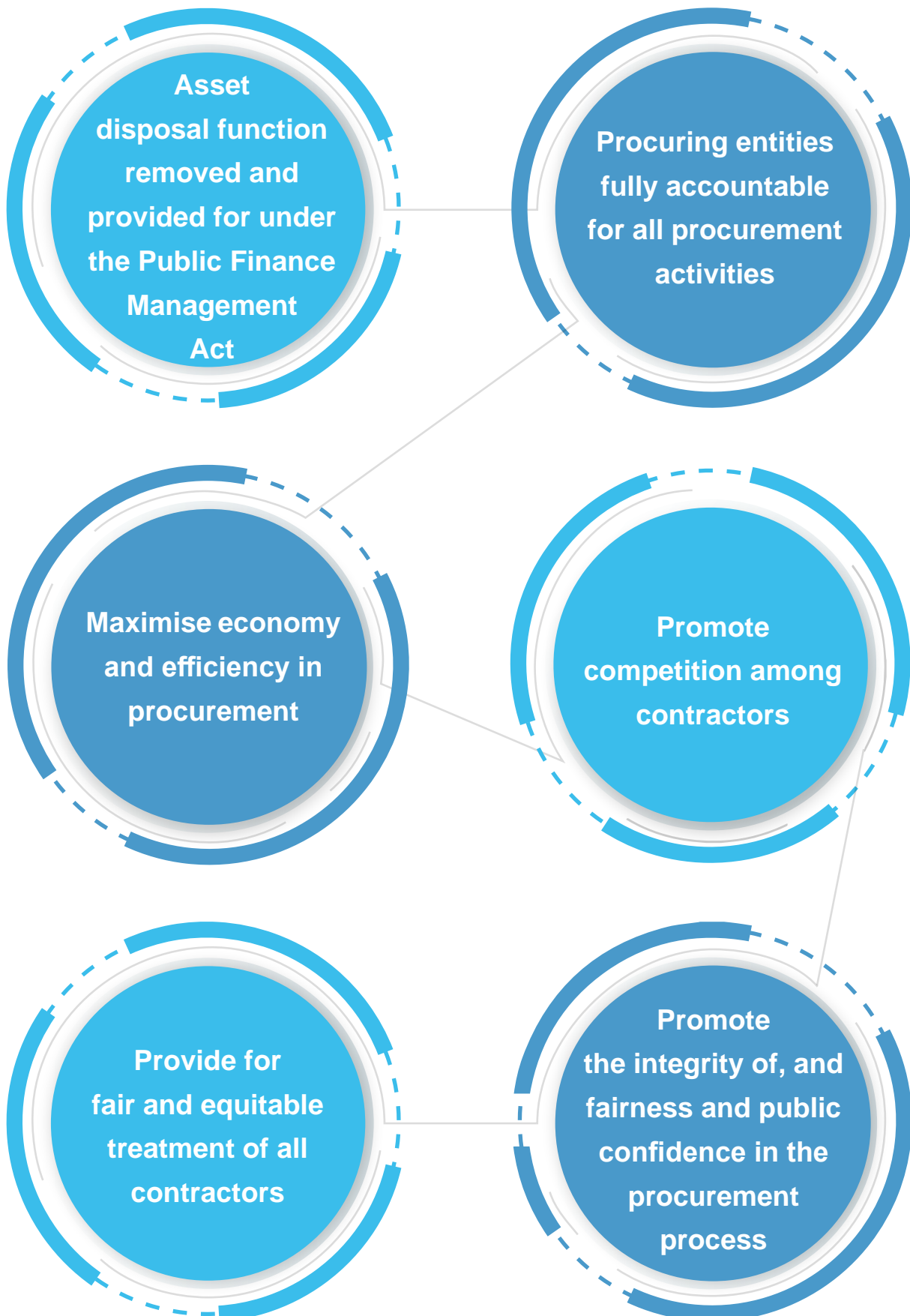
CONTRACTOR REGISTRATION STATISTICS

April 2022 - March 2023

CATEGORY	TOTAL REGISTERED	CUMULATIVE PERCENTAGE
Services	4 206	25%
Supplies	6 065	37%
Works	6 327	38%

SCOPE OF THE ACT

To re-enact, with amendments, the Public Procurement and Asset Disposal Act under a new name, the Public Procurement Act to, continue the Public Procurement and Asset Disposal Board as the Public Procurement Regulatory Authority;



PROCUREMENT NEWS

APRIL - SEPTEMBER 2023



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