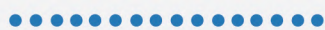


# PROCUREMENT NEWS

OCTOBER 2022 - MARCH 2023



**PUBLIC PROCUREMENT REGULATORY AUTHORITY**



**Vol 2**

## IN ACCORDANCE WITH SECTION 6 AND 7, THE PUBLIC PROCUREMENT REGULATORY AUTHORITY IS RESPONSIBLE FOR :



Setting standards, issuing standard bidding documents, guidelines and policies.



Undertaking procurement audits, contract audits, performance audits and investigations.



Monitoring of compliance to the Act and enforcement of the Act.



Issuing of administrative sanctions, contractor registration and suspension & delisting



Professionalization of procurement personnel



Providing support and capacity building for all procuring entities and stakeholders.

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### EDITORIAL

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***“THE NEW  
ERA HAS  
DAWNED  
UPON US.”***



The new era has dawned upon us. The new law, the Public Procurement Act of 2021 commenced on the 14 April 2022 thus the Public Procurement and Asset Disposal Board (PPADB) became a thing of the past as Public Procurement Regulatory Authority (PPRA) kicks-in. The new law comes with a plethora of changes amongst others debarment of Public Officers from participating in government tenders, and their immediate families from doing business where a public officer works.

Further, PPRA unlike PPADB, does not adjudicate and award tenders; the responsibility is now shifted to Accounting Officers (AOs) within their respective Procuring Entities (PEs). PPRA's main focus is to ensure compliance and enforce the Public Procurement Act.

Also, gone are the tender committees which have been replaced by the oversight office which is the principal advisor to an AO. As the spirit of the new law is to improve service delivery and fight corruption, it is anticipated that there would no longer be unnecessary delays in adjudication and award of tenders due to lack of quorum or the absence of a secretary. The oversight office will be doing adjudication and pre-award of tenders.

Another change is that all the local authorities, landboards, and Parastatals are all under the ambit of PPRA, in addition to the central government, thus requiring massive resources to be deployed for compliance audits and investigations. Such kind of pressure will require PPRA employees to be well trained and in good health to undertake such a huge task. It is an exercise that calls for concerted efforts by all stakeholders.

*Enjoy and kindly send in feedback for continuous improvement.*





**PPRA Board Chairman**  
Mr. Gerald Nyadze Thihe

We have been given a mammoth national assignment that needs us to apply ourselves effectively and efficiently to meet the national expectations in terms of regulating procurement by setting standards and ensuring compliance to the Public Procurement Act, says the Chairperson of Public Procurement Regulatory Authority (PPRA) Mr. Gerald Thihe.

Addressing PPRA Board, Senior Management and some officials from the Accountant General during a PPRA Board Christmas Dinner at Hilton Garden Inn Hotel, Gaborone on Thursday, 8 December 2022, Mr. Thihe

stated that it is not only the Shareholder or the Ministry of Finance (MoF) who is closely monitoring PPRA work, but the whole country including legislators and the media.

He said that PPRA's job is sensitive and attracts a lot of attention, and is vulnerable to many perceptions some negative and some positive, "This is why, Ladies and Gentlemen, people are repeatedly pointing accusing fingers at authorities in procurement alleging that they are corrupt. However, we also have seen in the media commendations directed towards the former PPADB", he noted.

Mr. Thihe said such attention in public procurement work is largely due to the amount of money involved, adding that more than 60% of the national budget goes to public procurement on an annual basis hence such attention.

"As a Regulatory Authority, we are therefore playing a critical role to ensure that things are done properly to reduce corruption perception, and to improve transparency, access and equity in public procurement," he pointed out.

He said that a rallying call for public tenders to be reserved for citizens has gained momentum, and that there has been disgruntlement bred by the perception that high value tenders especially in construction are mostly corruptly awarded to foreigners, and to those close to power. He said the new law has since reserved all tenders to citizens and citizen owned companies, which has also caused some discomfort to locally based foreign owned companies. Mr. Thihe pointed out that such dichotomies call for PPRA to be on top of the game, play a balancing act, and ensure that the law is implemented to the letter, and where there are some gaps, they are identified and amendments are proposed.



PPRA Board & Ag CEO



Ag CEO gifting Board Members



PPRA Management

When giving welcome remarks at the event, the PPRA Acting Chief Executive Officer (CEO) Ms. Tumelo Motsumi pointed out that the PPRA inaugural Board after appointment, had too much work to do in a short space of time in order to operationalize the Authority and ensuring the new law is implemented.

“However, the chain saw had to move, hence the Board experienced abnormal meetings, carry-over loads, and long agendas to content with the transition,” Motsumi said, and added that as the PPA Act came into effect on the 14 April 2022, many things were to be put into place key amongst which were the Public Procurement Regulations.

Ms. Motsumi said that there was also a need to ensure that Procuring Entities (PEs) are prepared to implement the new law, and that the Authority has been, and is still working round the clock to capacitate PEs. She said that the number of PEs, and their geographical dispersion across the country makes the task a daunting one. She pleaded with the Board to continue its relentless support to PPRA employees as there is a lot to be done and in the shortest time possible.

She said that there are challenges; some financial, staff morale, and staff attrition, “with the advent of the new Public Procurement law, we have now become a training ground for those with financial muscles,” adding that she remains hopeful that following the development of PPRA Strategy and Functional Structure, an opportunity will be presented to review the remuneration packages, because if PPRA continue to lose more employees to other organisations, the transition period will not be smooth.

The Acting PPRA Chief Executive Officer reiterated her appreciation of the PPRA Board for their unconditional support.



Ag CEO gifting PPRA Management



Suspension & Delisting Members



PPRA Board Dinner





Aerobics Session



Ms Motsumi giving the welcome remarks



Dr Kitchen : Health Talk

## *“Total Wellness- The way to go”*

Health and Wellness Day is important in Public Procurement Regulatory Authority (PPRA) Calendar as it allows the Authority to reflect on the wellbeing of its employees and a reminder to commit to a healthy and balanced lifestyles, says PPRA Acting Chief Executive Officer Ms. Tumelo Motsumi.

Welcoming PPRA employees during PPRA Health and Wellness Day at Lions Park on Friday, 31 March 2023, under the theme, “Total Wellness-The way to go”, Ms. Motsumi stated that the Day provided an opportunity to engage with different professionals and receive instruction and guidance on different aspects of health and wellness.

She said that the theme, “Total Wellness-The way to go”, refers to a state of overall health and well-being that encompasses various aspects of a person’s life, including physical, emotional, mental, social, and spiritual health.

Ms. Motsumi explained that the theme involves taking a comprehensive and holistic approach to health and well-being, with a focus on achieving balance and harmony in all areas of one’s life.

The PPRA Acting Chief Executive Officer pointed out that the theme could not be more relevant given the various physical and mental health challenges we all face. She said that we live fast-paced lives, there are work-life balance demands, rising costs of living, current PPRA transformation exercise, poor nutrition, and a host of other challenges which ultimately affect our health and well-being. “This calls for us to be intentional about choices we make as individuals and by extension as an organization. We have to take care of our bodies through exercise, good nutrition and adequate rest”, she said.





Team Building Activities



Health Check



Team Building Activities

Ms. Motsumi implored PPRA employees to take care of their minds through the development of healthy coping mechanism, to manage stress, cultivate positive relationships with others, and seeking help when needed to address mental health issues.

“Let us remember the importance of prevention in maintaining good health. Regular check-ups, screening, and immunisations can help prevent many illnesses and diseases”, she quipped, adding that by making healthy choices today, we can reduce our risk of developing chronic health conditions in the future.

She said that on the spiritual dimension, wellness involves finding meaning and purpose in life, developing a sense of inner peace, and pursuing a religion and submitting to a deity like God in the Christian faith.

“It is health that is real wealth and not pieces of silver and gold”, she concluded by quoting Mahatma Gandhi.

The day was full-packed with activities such as “Dr’s Talk” by Dr. Boitumelo Pule-Kitchen of Bongaka Health Care, “Nutrition Talk” by Ms. Keitumetse Makuku, “Psychologist Talk” by Ms. Boitumelo Makunga, “Financial Talk” by Ms. Khumo Nawa, “Motivational Speech” by Mr. Thabiso Bogopa, and Health Screening by Bongaka Health Care.

Dr. Pule-Kitchen stated that Non-Chronic Diseases (NCD) kill nearly 36 million people per year, and that nearly 90% of that number occurs in low and middle income countries, adding that people should avoid smoking, unhealthy diets, excessive alcohol, physical inactivity, and should strengthen early detection and timely treatment such as regular medical check-ups.

***“It is health that is real wealth and not pieces of silver and gold”***

***- Mahatma Gandhi***

*“The feminine touch they bring to life makes everything so worthwhile.”*



Every year, March 8 is marked as International Women's Day and this year it was celebrated under the theme “Embracing Equity”. The Public Procurement Regulatory Authority (PPRA) joined the international celebration of women across the world and women of PPRA.

“Just like a computer cannot function without software, men also cannot function without women and life will be dull, without color, without fragrant smell and downright unpleasant. The feminine touch they bring to life makes everything so worthwhile.” Said PPRA Senior Analyst, Quality Management System (QMS), Mr Owen Katse when giving a speech during PPRA women's day commemoration .

Mr. Katse explained how one way or the other each man has a woman in their life be it his Mother, grandmother, wife, sister, partner, cousin, friend or a colleague. He added that women are created specifically to complete life as it is even written in Genesis 2:18 that after looking at the man He had created God said “It is not good that the man should be alone; I will make him a helper fit for him.”

“If you give a woman a seed, she will give you a baby. If you give her a house, she'll give you a home. If you give her groceries, she'll give you a meal. If you give her a smile, she'll give you her heart”. Mr Katse quoted William Golding, and said that if you give a woman pain; “well we all know that never ends well”.

As the commemoration gathered pace, each and every woman who was present was given chocolates and a mirror to look into and see the strong, courageous and beautiful women they have become, and the chocolates were for the sweetness they bring into life just as Mr Katse had said in his speech, that the feminine touch women bring to life makes everything so worthwhile.

The women folk were celebrated for their resilience; for the fact that they are emotionally very strong, for the love they give, their compassion, and the hard work they put in to make families stick together.

As the Setswana idiom says; “Mosadi ke Thari ya Sechaba”.

*Happy Women's Day!!*



## PPRA CONTINUES WITH OUTREACH ACTIVITIES

The Public Procurement Regulatory Authority (PPRA) has intensified its outreach activities by conducting Capacity Building Trainings (CBT) aimed at capacitating contractors on online registration and raise awareness in public procurement matters.

Using the PPRA Mobile Office, the PPRA Contractor Registration Unit (CRU) went to Ramotswa on the 23rd February 2023, and on the 16th and 17th March 2023, as well as Tutume on the 22nd and 23rd of March 2023.

The outreach activities gave PPRA CRU staff an opportunity for face-to-face interaction with PPRA Customers and Members of the public, a rare opportunity as PPRA has got only two offices in Gaborone and Francistown.

Contractors were happy that PPRA visited their area and showed appreciation for the services rendered during the interactions. The District Commissioners and Dikgosi were also grateful for the service rendered by PPRA and requested more and frequent visits.

PPRA keeps and maintains an up-to-date register of companies who intends to do business with government known as contractors as stated in Section 91 (1) of the Public Procurement Act of 2021, which reads, A Contractor who intends to bid for procurement may apply to the Authority in such form as may be prescribed to be listed in the Contractors' Register.

Customers were assisted on all the stages and steps of contractor registration through the Integrated Procurement Management System (IPMS), and new ones were registered on the spot, as they would from their homes, offices or at an internet café.

The advantage of a mobile office is that personnel who work on the system on daily basis are there to give direction and assist accordingly. The mobile office is a one stop facility fully furnished to offer contractor registration services, and public education.





*“And now these three remain: faith, hope and love. But the greatest of these is love.” -1 Corinthians 13:13*



A day of love, a day of appreciation, a day of admiration, a day that is celebrated across the whole world by friends, families, partners and colleagues including the Public Procurement Regulatory Authority (PPRA) whose employees gathered to celebrate the Valentines Day on 14 February 2023.

“We meet today as PPRA employees to celebrate true love but not intimate love but love that we receive from the highly God Almighty”, said Ms Kemosadi Phambuka, PPRA Senior Administration Officer.

Addressing her PPRA colleagues, Ms. Phambuka stated that we need to embrace each other with love even though we are different people from different backgrounds who have experienced different situations in life.



She said that Love is a two-way street, to receive love, you need to first give love and that we should keep in mind that the bible in 1 John 4:16 says that God is love, and whoever abides in love abides in God, and God abides in him.

She explained how often our minds automatically block us from seeing the true beauty of an individual as the moment we see someone we are quick to judge their looks, their bodies, the hairstyles, and just anything about the appearance of a person, adding that alone clouds us from seeing the good in an individual.

*Love is patient, love is kind, it does not envy,  
it does not boast, it is not proud, it does not  
dishonor others, it is not self-seeking, it is  
not easily angered, and it keeps no record of  
wrongs.*

She said the bible in 1 Corinthians 13 says that; Love is patient, love is kind, it does not envy, it does not boast, it is not proud, it does not dishonor others, it is not self-seeking, it is not easily angered, and it keeps no record of wrongs.

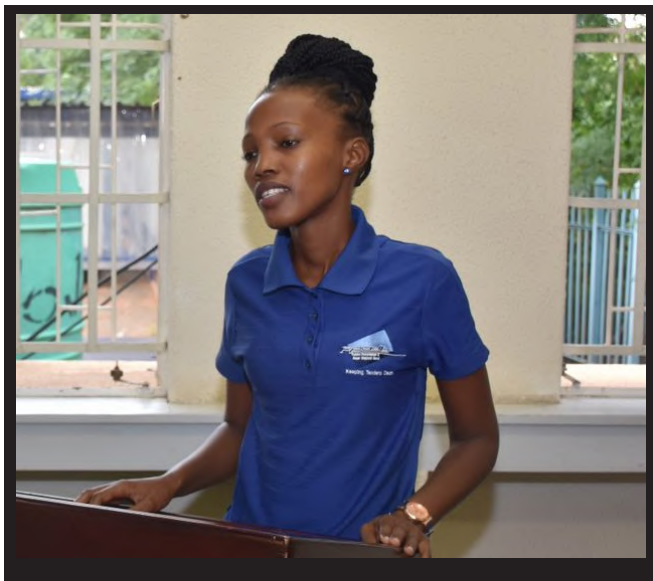
Ms. Phambuka said, we should pause for a minute and ask ourselves; Am I patient? Am I kind? Do I envy? Do I boast? Am I proud? Do I dishonor others? Am I self-seeking? Am I easily angered? Do I hold grudges and keep record of wrongs? She said once we have answered the above questions we will truly know if we have love and if not, it is never too late to correct ourselves.

Ms. Phambuka urged all to start by being careful of what we say to each other:

“I would like to encourage you colleagues to train your minds to start appreciating one another because the moment we do so the same feeling will reflect on us instead of judging one another. Let us appreciate each other. When we meet in meetings, workshops or even the corridors, let us train ourselves and learn to tell others that they are beautiful, and that you love them.”

She said that a simple compliment can change someone's day, that when you put a smile out there it comes right back to you.

*Let Love Lead!*



Strategy, Research and Policy Intern  
Ms. Tshepo Keskile

### *Hope - Faith – Love*

A CORPORATE SOCIAL RESPONSIBLY PROJECT  
BY PPRA INTERNS

The initiation of “sharing the little” was birthed in December 2022 by Public Procurement Regulatory Authority (PPRA) Interns. The idea was influenced by the spirit of love, care and togetherness that is instilled within PPRA.

“Growing up we were taught that charity begins at home and that is why we wanted to start first by giving the people close to us” said Public Relations and Education intern Ms Kakale Poloko on the 10<sup>th</sup> of February 2023, as she gave the floor to the PPRA Acting Chief Executive Officer Ms. Tumelo Motsumi to do the welcoming remarks.

Ms Motsumi expressed how overjoyed she was with what the PPRA interns had done and shared how sharing the “little that we have” resonates within her heart personally, because she believes that most people come from humble beginnings.

She pointed out that the PPRA interns have indeed awoken something that was forgotten, and she hopes that it marks the beginning of such heart-warming projects. “Le Lefoko la Modimo le a buwa gore go sego letsogo le le abang” Said Ms. Motsumi as she encouraged the staff to unite with love from there going forward.

*“To them we are not saying they are in need, or they can’t afford themselves rather we say we see you, we appreciate and recognise your hard work. Therefore, with the little we have, we say thank you.”*



## PPRA INTERNS CSR PROJECT

Staff gathered to celebrate and witness as PPRA intern's handover gifts to beneficiaries; the outsourced services' staff (security guards, cleaners, and landscapers) from both Gaborone and Francistown office.

The gift hamper entailed of 1x 2kg sunlight washing powder, 1x2l fabric softener, 1x 9l bucket, and 10 x toilet papers, 2x toothpastes and 6x assorted bath soaps for each person.

“To them we are not saying they are in need, or they can't afford to buy themselves such things, rather we are saying; we see you, we appreciate and recognise your hard work. Therefore, with the little we have, we say thank you.” Said PPRA Strategy intern Ms Tshepo Kesekile.

PPRA Contractor Registration Unit intern Keoagile Kealeboga thanked PPRA staff and stated that the project would not have been successful if it was not for their contributions. He added that it is not easy to pull together such a project, and went on to thank his fellow interns that although there might have been a few humps on the road, they managed to complete what they started.



**Acting CEO Ms. T Motsumi handing over the gift hampers to the beneficiaries  
Cleaning Staff, Security Guards and Landscaping Staff**



**Beneficiaries and PPRA staff in attendance**



**Contractor Registration Intern  
Mr. Keoagile Kealeboga**

## 1.0

## INTRODUCTION

Section 83 of the Act places on the Authority a responsibility to issue Price Guides. The Authority compiles the Price Guides on an annual basis. These are a presentation of indicative unit prices for goods, services, and works; their specifications as well as units of measure for commonly procured goods and services. The Price Guides are used as a reference point by Procuring Entities (PEs) throughout the procurement cycle, as well as Bidders in preparing their bids. The main goal of compiling the Price Guides is to strengthen the public procurement system to achieve high levels of rationality, by establishing reasonableness of quoted prices. As stipulated under Section 83 of the Act, PEs are mandated to make reference to the Price Guides in developing Procurement Plans, estimating contract value, and measuring the reasonableness of prices when evaluating tenders.

## 2.0

## HOW TO USE THE PRICE GUIDES

- 2.1** Identify the lowest price of interest from the bidders who have passed the technical and financial assessments (depending on the method of evaluation employed);
- 2.2** Compare the price of interest identified in 2.1 above, with the Reference Price (the average price, as reflected in the Price Guide); for the specific item and/or service and locality. In instances where the exact location is not determined, the price of the nearest locality indicated in the Price Guide should be used;
- 2.3** Calculate the deviation of the price from the Reference Price using the limit of + (plus) or – (minus) 15% as illustrated in Table 1.1 below. Prices that fall within the margin of deviation are considered reasonable.
- 2.4** Should the bid price fall outside the +/- 15% bracket of the reference price, without any justification for this discrepancy, the bidder is disqualified, irrespective of the extent of derogation from the 15%; and the next lowest price is considered. This process should be followed until a suitable Contractor that falls within the margin is identified.

**Note 1** It is imperative to highlight that although careful consideration has been made to ensure that the Price Guides 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 PPRA on these.

## INSTRUCTIONS ON THE USE OF THE PRICE GUIDES

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

**Note 3** The use of the Price Guides 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), 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 has been abolished.

**Note 4** The published reference prices should be used as they are, and not be altered in any way, particularly the application of Price Guides which have reference prices that are inclusive of VAT when bidders comprise of companies that are both VAT registered and VAT exempt entities. If bidders being evaluated comprise of companies that are a combination of both VAT registered and VAT exempt entities, the bidders' prices should be evaluated without VAT for them to be comparable.

**Note 5** In the use/application of the Price Guides, PEs are expected NOT to make any amendments or alterations to the published Price Guides, but instead, they are to engage PPRA to offer guidance when in doubt.

**Table 1.1** Illustration: Use of the limit of Deviation

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	546,930	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

Therefore, in evaluating the price of a *BMW 520d, Gear Paddles for Automatic Transmission*, in the above instance, any price quoted by the bidder that ranges between P491,732.65 and P665,285.35 is considered reasonable. However, should the bidder's price fall outside the specified range, without any *justifiable cause*, irrespective of the extent to which it varies, the bid should be disqualified from further evaluation.



There are various procurement methods that are 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),
- Financial thresholds provided in Guidelines
- Circumstances defined in the Regulations
  - Emergency situations
  - Limitations on supply sources
  - Contract extensions
  - similar items with no advantage from further competition
- For continuity or compatibility
- Other exceptional circumstances

### PROCUREMENT METHODS

#### 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

#### MICRO PROCUREMENT

May be used where:

- Estimated value is less than P100,000
- Efficient method for very low values
- Only one supplier is approached (minimum)
- No bidding document, written bid or signed contract required
- Documented through receipt or invoice

### 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

### 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
- Prior approval by Accounting Officer is required for use of the method.

## PROCUREMENT CYCLE FOR GOODS





# WORLD AIDS DAY



PUTTING OURSELVES TO TEST - ACHIEVING EQUITY TO END HIV



PPRA Staff at the ceremony



Guest Speaker : Ms. Bonolo Kelefang  
BOCAIP



Vote of thanks: Mr. L. Kennekae



Candle Light Ceremony  
For all the souls that were lost due to AIDS

## 10 THINGS YOU SHOULD KNOW

- 1 The asset disposal function that was under the Public Procurement and Asset Disposal Act was transferred to Public Finance Management Act as the new Public Procurement Act was enacted.
- 2 The Public Procurement Regulatory Authority came into effect on 14 April 2022 under the Public Procurement Act of 2021. Its function is to monitor compliance to the Act and enforce it, set standards, issue standard bidding documents, guidelines, and policies, do procurement audits, contract audits, performance audits, investigations and call for records.
- 3 The function of adjudication and award of tenders now lies with the accounting officers of procurement entities; central government, local authorities (councils etc), Land Boards, Parastatals and entities funded by the Government.
- 4 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.
- 5 In a case where the primary contractor is foreign owned either domestic or abroad, he/she required to use 100% citizen sub-contractors in respect to any bid submission or execution.
- 6 Public Officers, employees of a public body are prohibited from participating in public procurement, in addition their immediate family members are prohibited from bidding in any procurement activity where the public officer is employed.
- 7 The Independent Complaints Review Committee has been abolished and a Public Procurement Tribunal for expeditious resolution of complaints, and to reduce delay in the implementation of Government projects, set up.
- 8 The new law also introduced new procurement methods such as competitive dialogue, reverse auction, unsolicited bid, best and final offer, and negotiated procedure as well as Public Private Partnership (PPPs).
- 9 Complaints and disputes are first referred to the Accounting Officer within 10 working days of award of tender, and then appeal within 14 working days to the Public Procurement Tribunal before they can be taken to court.
- 10 Public Procurement Regulatory Authority offers Capacity Building. This function provides short term procurement courses accredited by BQA to the Procuring Entities and the bidding community. These include the legal framework and role of procurement, procurement planning, developing specifications and tender documents (ITT, RFQs), evaluation and adjudication of tenders, contract management and dispute resolution. The training is available on request and fees are charged in line with PPRA's cost recovery policy.

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 subcodes:

### **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 | Pheny O. Victor – 71979511



## THEMED FRIDAYS

Themed Fridays was an initiative brought by the wellness committee to promote togetherness, interaction regardless of age and the position held in PPRA. Recently PPRA transformed from PPADB and with that it brought about various uncertainties among staff, Themed Fridays were introduced to boost the morale of staff and also to celebrate the christmas spirit as we were heading towards the festive season.

### Breast Cancer Month



### Hip Hop Friday



### Sporty Friday



## THEMED FRIDAYS

### Farmers Safari Friday



### Cultures of the World



### Twinning Friday



*Thank You PPRA Staff For Your Participation !*



## 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.

STAGE  
1

PROCURING ENTITY (ACCOUNTING OFFICER)

STAGE  
2

PROCUREMENT TRIBUNAL

STAGE  
3

HIGH COURT

STAGE  
4

COURT OF APPEAL

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

## CONTINUE FROM REGISTRATION INITIATED STATUS STEPS



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”**



## 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**”



### HOW TO VIEW AND ATTEND TO CLARIFICATIONS



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



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**"

# PROCUREMENT NEWS

Procurement News (PN) interviews Kehakgamese Kehakgametse (KK), about his life as a musician and as a PPRA employee.



KK at the BOMU Awards



Best Disco Music  
Best Male Artist



Celebrating his win with  
colleagues

**PN** Kindly introduce yourself.

My name is Kehakgametse Khoza Kehakgametse from Mmutlane village. I am 45 years old and I am a musician; my stage name is Khoza Mkhoseni. I am currently employed in PPRA as a driver messenger, but now I am a switchboard operator.

**KK**

**PN** What was your first experience with music?

My first experience in music was exposure, it is difficult to be recognised especially when you are still new in the music industry. Music needs a lot of marketing and hard work. You should be able to accept or deal with negative criticism from people, since they say some negative criticisms are constructive criticisms.

**KK**

**PN** When did you start taking music seriously and how did you get into making music?

I started my music career in 2005. I was still a soldier by that time, and I couldn't promote my music due to work commitments. I started as a DJ, then I met my long-time friend Lame Letlaatlana who owns a recording studio. He is the one who encouraged me to record an album since I was interested in doing my own music. I resigned from the Botswana Defence Force in 2013, that's when I started to push my music career seriously coz, I now had enough time to market and do promotions.

**KK**

**PN** How would you describe your style of music?

My music genre is disco. I like disco because its durable and we still listen to disco of the 80s, it has a large following.

**KK**

**PN** What or who inspires you?

I was inspired by the late Dan Tshanda of Splash. When we were still young, my uncles will come to Mmutlane from Gaborone with their Omegas playing this dalom/splash music, I then started to like this music until I grew up.

**KK**



**PN** What has been your favourite performance so far?

My favourite performance was with the late Patricia Majalisa at Molapowabojang in 2015, seconded by Last Man Standing for Vee Mampeezy in December 2022 at the national stadium.

**KK**

**PN** What is the most difficult thing about being a musician?

The most difficult thing about a musician is when you are not getting any bookings for shows and you are not working, also you have a family to feed. When you are a musician, all eyes are on you, you need to be presentable, good looking, and if you do not have shows then you are in trouble.

**KK**

**PN** What has been your biggest career highlight so far?

My biggest career highlight is working for PPRA. They treat me well at work, they support me all the time, they also respect who I am and treat me like a hero.

**KK**

**PN** Which song from your current album is your personal favourite and why?

My favourite song is called "My Silence" from my latest album, the song has a great message about keeping quiet even when people provoke you, being silent does not mean you can't talk or fight back.

**KK**

**PN** Where do you see yourself musically in 5 years?

Only God knows. With a lot of challenges like Covid around, you can't predict the future of music.

**KK**

**PN** Last year you won a Music award, what did that mean to you?

Winning the two awards motivated me a lot. Hard work always pays at the end. That really showed that I have given disco music a meaning to those who did not recognise it, and my music career got a boost by those two awards.

**KK**

**PN** How do you balance being an artist and being an employee of PPRA?

All my priority lies with PPRA. My intention is not to disturb my work with my side hustle since my music is done mostly on weekends basis. I like my job very much since its permanent and pensionable.

**KK**

**PN** Was there ever a time when you thought about quitting music altogether?

No there wasn't.

**KK**

**PN** What do you think makes your music unique?

My style of music is unique because I don't copy anyone, I do my own songs. I like the songs which carry a lot of messages based on our real-life situations.

**KK**

**PN** What is the best and worst thing about being an artist?

The best thing about being a musician is fame and popularity. If things go well your income might improve with music. The worst thing about being an artist is the pressure of penetrating the world. Some people will hate you for being an artist hence creating a lot of enemies.

**KK**

## STAFF MOVEMENT

### RESIGNATION

Division / Unit	Name(s)	Designation	Band	Resignation Date
OBS – Legal Unit	Keneilwe C. Modise	Senior Legal Officer	5	11 November 2022
OBS – Legal Unit	Nolwazi Motsamai	Legal Officer	4	15 February 2023

### END OF CONTRACT

Division / Unit	Name(s)	Designation	Last Date
CRU	Moabi Madisa	Contractor Registration Administrator	31 March 2023
SRP	David Bapege & Boniface Khwese	Temporary Research Assistant	31 March 2023



# OUR CONTACTS

PROCUREMENT NEWS OCTOBER 2022 - MARCH 2023

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## FRANCISTOWN

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Private Bag 274, Francistown  
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Fax : (+267) 240 2256

## USEFUL LINKS

Toll Free : 0800 600 751  
Website : [www.ppadb.co.bw](http://www.ppadb.co.bw)  
IPMS : <http://ipms.ppadb.co.bw>  
[servicedesk@ppra.co.bw](mailto:servicedesk@ppra.co.bw)