



Public Procurement Regulatory Authority

# PROCUREMENT NEWS

OCTOBER 2024 - MARCH 2025

VOL. 2

## PPRA MANDATE

The PPRA was established through the Public Procurement Act of 2021 (the Act) as a semi-autonomous independent legal entity. The Board, appointed by the Minister of Finance in terms of Section 13 (1) of the Act, governs and provides the necessary oversight over the affairs of the PPRA.

The Act introduces a “Single Law” that all procurement activities undertaken by entities within Central Government, Local Authorities, State Owned Entities, Land Boards, NGOs, Trusts, or other entities where Government is a significant contributor will be governed by the Act. Both the PPAD Act and the LAPAD Act were repealed in 2022 to usher in the PP Act.

To regulate and oversee the public procurement system in line with best practice resulting in value for money, sustainability, and socio economic development.

## MISSION

## VISION

A sustainable and inclusive public procurement system.

## VALUES

## Integrity

We exhibit the highest professional and ethical standards.



## Transparency

We are open, communicate clearly and are consistent in our duties.



## Equity &amp; Fairness

We are impartial and promote equal treatment of all stakeholders.



## Service Excellence

We commit to continuous improvement and the highest standard of service delivery to our customers and stakeholders.



## Accountability

We are answerable and responsible for our actions and the actions of our teams.



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Public Procurement Regulatory Authority



PPRA Public Relations & Education Manager  
Mr. Charles Keikotlhae

PPRA's transformation journey advances steadily, anchored by strategic partnerships, institutional development, and operational readiness.

While the process of transformation at the Public Procurement Regulatory Authority (PPRA), from the Public Procurement and Asset Disposal Board (PPADB), is yet to be completed, major milestones have been achieved such as the 2024-2028 Strategic Plan, and the completion of the PPRA Brand Development Project on the 26 March 2025.

The recruitment of a transformation expert which was at an advanced stage by the end of the financial year also echoed the climax of the Authority's transformation journey as the latter is expected to start the process of staff placement and recruitment of personnel for vacant positions.

Other activities adding an impetus to the PPRA transformation journey include the signing of a technical assistance grant agreement worth US\$265,600.00 between Botswana and the African Development Bank (AFDB) to support reforms in the public procurement sector.

The support of partners in the transformation agenda continued with the United States Trade and Development Agency (USTDA) funding the development of the Public Procurement Operations Manual which will provide comprehensive and user-friendly guidance on the processes and procedures required for effective implementation and compliance with the Public Procurement Act, 2021 and the Public Procurement Regulations, 2023.

The PPRA also signed a memorandum of understanding with the Botswana Public Service College (BPSC), not only as a testament to institutional synergy but also a catalyst for improved governance and economic development through effective public procurement.

In order to achieve the desired transformation, a healthy workforce remains critical hence the Authority continues to have wellness days on an annual basis.

*Enjoy and give us feedback.*



His Honour the Vice President and Finance Minister Mr. Ndaba Gaolathe (L) and AFDB Deputy Director General Ms. Moono Mupotola (R) formalize a grant agreement through official signing.

The Ministry of Finance, on behalf of the Government of Botswana, has signed a technical assistance grant agreement worth US\$265,600.00 with the African Development Bank (AFDB) to support reforms in the public procurement sector. The agreement was signed by His Honour the Vice President and Minister of Finance, Mr. Ndaba Gaolathe, and Ms. Moono Mupotola, Deputy Director General for the AFDB Southern Africa Regional Development and Business Delivery Office, during a ceremony held in Gaborone on 30 January 2025.

The grant will provide targeted technical assistance to the Public Procurement Regulatory Authority (PPRA) for the development of Standardised Bidding Packages (SBPs) for works, goods, and services. These packages will be aligned with the Public Procurement

Act (PPA) of 2021 and the Public Procurement Regulations (PPR) of 2023. The project will also include training for key stakeholders to ensure effective use and implementation of the new SBPs.

In line with Section 56 of the Public Procurement Act, 2021, the PPRA is mandated to develop, adopt, and issue SBPs and standard contracts for mandatory use by all Procuring Entities (PEs). The new SBPs are expected to enhance procurement standardization, improve compliance, and ensure better value for public funds. They will also promote greater transparency, sustainability, and efficiency in the procurement process.

The PPRA has identified significant challenges currently faced by PEs and contractors in the use of existing SBPs,

particularly for complex procurements. These challenges stem from outdated templates that do not incorporate recent legislative changes, failure to reflect international best practices, and lack of support for the new procurement methods introduced by the PPA, 2021. Additionally, the current SBPs do not include the contract forms stipulated in the PPR, 2023.

Procurement officers have also reported difficulties in selecting the appropriate bidding package, completing documentation, and interpreting contractual terms and conditions. These issues have highlighted the urgent need to review the existing SBPs.

The project aims to address these challenges and support the Government's broader fiscal sustainability goals. It will be executed in two phases: Phase I will focus on the review and development of the SBPs and delivery of associated training programs; Phase II will centre on the formulation and implementation of a Procurement Professionalization Strategy.

The PPRA management has expressed its appreciation for the continued partnership with the African Development Bank and reiterated its commitment to the successful implementation of the Public Procurement Act, 2021.



PPRA Ag. CEO Mr. Lucas Kennekae (L) and BPSC Executive Director Mr. Kitso Kemoeng (R) signing the MOU



Following the MOU signing, PPRA's Acting CEO and BPSC's Executive Director pose for an official photograph.

Strengthening Public Service through Strategic Partnership: PPRA and BPSC Sign MoU to Advance Procurement Capacity Building.

The Public Procurement Regulatory Authority (PPRA) and the Botswana Public Service College (BPSC) have reaffirmed their strategic collaboration through the signing of a new Memorandum of Understanding (MoU) on Friday, 7 February 2025 for a period of six years, marking a significant milestone in their long-standing relationship.

The formal signing ceremony was held at PPRA headquarters, attended by senior representatives from both institutions, and celebrated as a moment of renewal, commitment, and mutual ambition to enhance public procurement capacity within Botswana's Public Service.

The MoU signifies the continuation of a collaboration that began in 2015, demonstrating the institutions' shared vision to build a competent, accountable, and ethical procurement workforce. The renewed agreement represents the third cycle of partnership between PPRA and BPSC, following previous MoUs in 2015 and 2019. Although the transition into the current phase faced delays due to the COVID-19 pandemic, both parties expressed delight and optimism at the revitalization of their alliance.

In his remarks, the then Acting PPRA Chief Executive Officer Mr. Lucas Kennekae welcomed attendees, and underscored the importance of the partnership in achieving a broader national human capital development strategy. He emphasized that the MoU is a strategic instrument to strengthen skills, knowledge, and compliance in public

procurement through targeted training and knowledge-sharing initiatives.

Mr. Kennekae underscored the significance of the collaboration in enabling Botswana's public service to deliver value for money, timely project implementation, and ethical service delivery.

"Public procurement remains one of the critical areas requiring reform to combat inefficiencies and reduce risks of fraud and corruption," he noted, adding that "This partnership allows us to respond with a structured and scalable training framework."

BPSC's Executive Director Mr. Kitso Kemoeng highlighted the institution's dedication to public sector capacity building. He expressed deep appreciation for the seamless negotiation process and emphasized the value of collaboration in achieving national development goals.

“Our mandate to build capacity in the public service cannot be achieved in isolation,” he remarked. “We must collaborate with institutions like the PPRA that bring regulatory authority, technical expertise, and shared purpose.”

The MoU outlines three key areas of cooperation:

- Capacity building for the wider Public Service;
- Internal capacity building for the staff of both institutions;
- Joint consultation on matters related to public procurement and governance.

The partnership will see the roll-out of diversified training programmes, including a suite of online courses to ensure accessibility to procurement officers across the country. These will encompass procurement fundamentals to advanced topics aligned with the new Public Procurement Act, 2021. Additionally, both institutions plan to host joint seminars, conferences, and webinars to elevate procurement awareness and compliance.

In keeping with this vision, PPRA committed to accelerating the finalization of e-learning modules on procurement and contract management. These modules, developed with support from the

World Bank and input from a multidisciplinary team including BPSC, PPRA, and representatives from the Accountant General and Attorney General Chambers, are intended to be launched without delay, given their high quality and relevance.

For effective implementation, the institutions will establish a joint committee to monitor progress, track outcomes, and provide strategic oversight. The six-year duration of the MoU allows for long-term planning, goal setting, and periodic review to reinforce accountability and results-based performance.

The event concluded with expressions of gratitude to the coordinators Mr. Lisani Nzhuzha and Ms. Matshidiso Ditlhogo for their exemplary efforts leading up to the successful signing. Their continued collaboration will be vital in ensuring the realisation of the partnership's goals.

As Botswana continues to align public service delivery with principles of agility, meritocracy, accountability, and innovation, the partnership is set to play a pivotal role. The PPRA-BPSC alliance is not only a testament to institutional synergy but also a catalyst for improved governance and economic development through effective public procurement.



Leadership from PPRA and BPSC pose for a group photo after concluding the MOU agreement.



Media representatives follow proceedings attentively during the PPRA and BPSC MOU signing ceremony.

**Strengthening Resilience: PPRA Launches 5-Day Business Continuity Management Awareness Week**  
PPRA has officially launched a 5-day awareness program focused on Business Continuity Management (BCM), reinforcing the organisation's commitment to building operational resilience and preparedness.

In alignment with global best practices, PPRA subscribes to the principles of the Business Continuity Institute and is taking steps to adopt ISO 22301 – the international standard for Business Continuity Management. This standard is designed to help organisations prevent, prepare for, respond to, and recover from disruptive incidents, ensuring stability in the face of uncertainty.

BCM is an essential aspect of corporate governance, focused on safeguarding critical infrastructure and business processes from unexpected disruptions. Its value has become especially clear in the wake of the COVID-19 pandemic, which exposed the vulnerabilities that can arise without robust continuity planning. Today, stakeholders—including customers, shareholders, and partners—expect organisations to be resilient and responsive when operational threats arise.

The BCM framework provides a structured approach to managing risks that threaten business operations. It ensures that recovery and continuity strategies are in place and operational within acceptable timeframes. However, the success of such a program relies heavily on the active involvement of all employees. Awareness of roles, responsibilities, emergency procedures, and communication protocols during a crisis is vital.

The 5-day awareness campaign was not just about education—it's about engagement. Through a series of resources, activities, and competitions, the initiative aimed to embed a culture of continuity and resilience across all levels of the organisation.

## REQUIREMENTS FOR CHANGE OF COMPANY OWNERSHIP

The following are mandatory requirements to change ownership for a PPRA registered company:

- Company letter requesting the changes.
- Company Resolution effecting the changes.
- Certificate of Incorporation - Form 4 certified by CIPA.
- Form 2 showing Directors and Shareholders' certified copy
- Form 13 showing changes in Directorship certified by CIPA
- Share Transfer forms – received by CIPA
- Cancelled and current Share Certificate certified by the Company Secretary.
- Bank letter showing the changes indicating signatories to the company account.
- Certified copies of the identity document to show Directors and Shareholders.
- Relevant and valid trading licence bearing the new name (where the applicant wants the PPRA registration to be transferred to the new name).

### Navigating Change Together: Reflecting on the 2025/26 Planning Retreat

As the organization continues to undergo transformation amidst a challenging financial situation, the 2025 PPRA Management Retreat could not have come at a more critical time. Held on 26 February 2025, the retreat was marked by the achievement of key milestones; the completion of the consultancy contract with Flocash in December 2024, which consultancy developed the 2024-2028 PPRA Strategic Plan and the PPRA organizational structure and the recruitment of a dedicated Transformation Expert, which was at an advanced stage.



PPRA Chief Executive Officer  
Ms. Tumelo Motsumi

Flocash successfully delivered on its mandate, setting the foundation for the next phase of PPRA transformation. The Transformation Expert will play a crucial role in spearheading both recruitment and change management efforts moving forward.

While transformation promises growth, it also brings uncertainty and anxiety. Leadership is

being tested, not only in navigating uncharted territory but in guiding staff through the change, despite the uneasiness.

“However, true leadership is never about the individual; it is about service, responsibility, and ensuring that the collective journey is one of progress,” said the PPRA Chief Executive Officer (CEO) Ms. Tumelo Motsumi when giving welcome remarks during the retreat.

She pointed out that a cornerstone of the transformation journey has been the development of the 2024–2028 Strategic Plan, which was approved by the PPRA Board in June 2023.

“We are now entering the second year of its implementation. However, two major challenges threaten to slow our momentum: a shortage of human resources due to staff attrition and a deficit budget caused by broader national financial constraints,” Motsumi pointed out.

She said that the 2025/26 budget has already been drafted in line with the Ministry’s subvention guidelines, and key highlights were shared with PPRA which would form the foundation for PPRA 2025/26 Corporate Plan.

The retreat was designed with three key objectives:

- To develop the 2025/26 Corporate Plan;
- To cascade this plan into Divisional Plans;
- To develop Risk Registers aligned to the Corporate Plan.
- The retreat was also a platform for open and constructive dialogue with all participants encouraged to contribute, raise concerns, and work collaboratively towards practical solutions.

Ms. Motsumi shared that another critical area of reflection was productivity, “we must each ask ourselves whether we are delivering on our responsibilities efficiently and effectively. Delays in actioning meeting outcomes, overlooked tasks, and procurement missteps—such as failure to

conduct market research—are symptoms of deeper issues.”

The PPRA CEO said that going forward, PPRA planning must prioritize outward-looking activities that will have a broader impact on the national procurement landscape, adding that the emphasis placed on procurement and regulatory functions during the 2025/2026 budget speech should energize PPRA.

“We must continuously ask ourselves whether we are meeting the expectations of the public we serve. Additionally, it is imperative that we reflect on our organizational values. Are we living them?

Is our integrity sound? Can it stand up to scrutiny? Accountability must be the standard, not the exception” Ms. Motsumi pointed out.

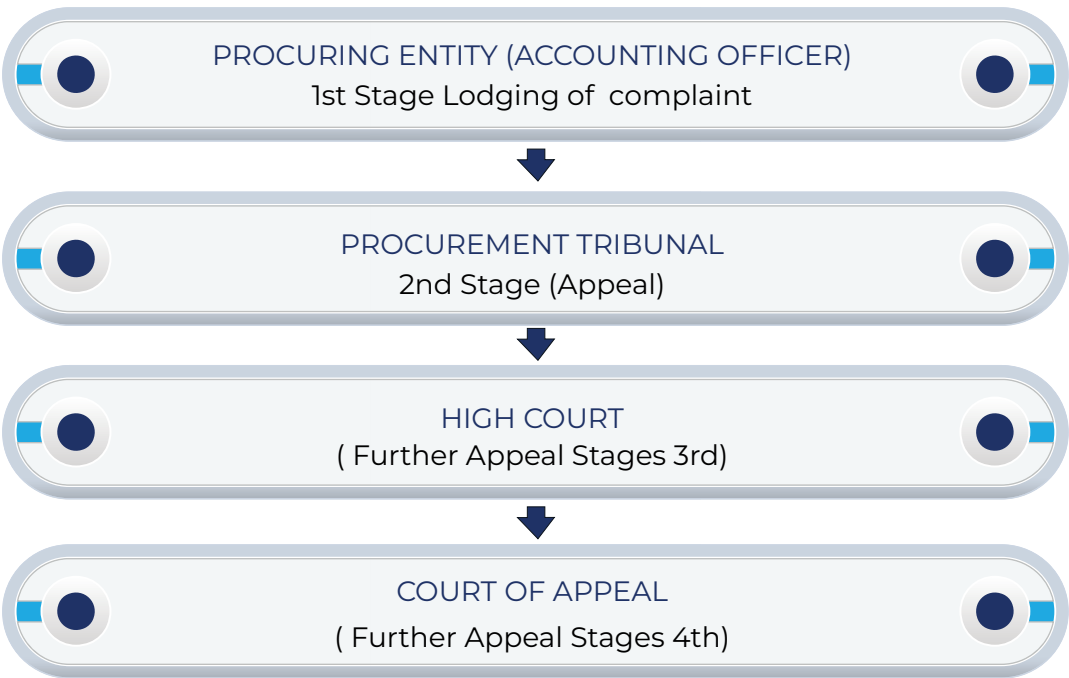
She said that shifting blame and avoiding responsibility must no longer be tolerated, and that as a regulator, PPRA is under constant public scrutiny—and rightly so.

However, she said that despite the challenges, there is a strong belief that PPRA has the capability and commitment to do the right thing, and that by staying true to its mission, values, and responsibilities, PPRA can, and will emerge stronger; individually and collectively.

## COMPLAINTS AND DISPUTE RESOLUTION

### 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.



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.

## RELEASE OF THE 2025 PRICE REFERENCE GUIDES FOR COMMON USE ITEMS

The Public Procurement Regulatory Authority (PPRA) has officially released the 2025 Price Reference Guides for Common Use Items, 2025/2026 financial year effective 1st April 2025.

The guides are a key instrument in strengthening transparency, fairness, and efficiency in public procurement across all Procuring Entities (PEs).

The publication of these guides is in line with the Public Procurement Act, 2021. Specifically, Section 7(1)(a) that empowers the Authority to set standards and practices for the public procurement system, while Section 7(1)(c) reinforces the principles of equity, competition, accountability, and value for money.

Additionally, Sections 8(1)(j) and 83(1) of the Act require the Authority to issue indicative pricing for goods, works, and services commonly procured by public institutions.

The Price Reference Guides serve as a benchmark for evaluating the reasonableness of prices submitted in procurement bids. They are designed to promote rational and cost-effective procurement decisions.

Procuring Entities are mandated to consult these guides to determine whether bid prices fall within an acceptable deviation margin of  $\pm 15\%$  from the listed reference price. Bids outside this range, without a justifiable cause, must be disqualified in favour of those within the acceptable threshold.

The evaluation process involves:

- Identifying the lowest-priced bid that has passed both technical and financial evaluations;
- Comparing it with the reference price for the specific item and locality;
- Calculating the percentage deviation from the reference price;
- Disqualifying any bid outside the  $\pm 15\%$  range unless adequately justified.

While every effort has been made to ensure accuracy in the pricing data, fluctuations in market conditions—such as exchange rates—may result in atypical pricing. In such cases, Procuring Entities are encouraged to conduct due diligence and consult the Authority when discrepancies are identified.

A total of twenty-four (24) Price Guides have been published and are now accessible via the Authority's website at [www.ppadb.co.bw](http://www.ppadb.co.bw) and the Integrated Procurement Management System (IPMS) at <https://ipms.ppadb.co.bw>. Instructions for using the guides are also available on these platforms.

### PPRA LOGO COLOR VARIATIONS



The following is a list of the twenty-four (24) published Price Guides:

No.	Discipline	Price Guide
1	Services	Accounting, Assurance & Tax Services
2	Services	Advertising Services
3	Supplies	Animal Feed
4	Supplies	Building Materials
5	Supplies	Car Batteries
6	Supplies	Computers, Accessories and Consumables
7	Services	Conferencing Services
8	Supplies	Domestic Supplies
9	Supplies	Food Rations
10	Services	Freight Forwarding and Customs Clearing Services
11	Supplies	Furniture
12	Services	ICT Support and Maintenance Services
13	Services	Legal Services
14	Services	Management Consultancy Services
15	Services	Office Contract Cleaning Services
16	Supplies	Oils & Lubricants
17	Supplies	Personal Protective Equipment
18	Services	Security Services
19	Supplies	Stationery
20	Supplies	Toners
21	Supplies	Tyres
22	Supplies	Vehicles
23	Supplies	Vehicle Spares
24	Works	Works Professional Fees

The PPRA remains committed to enhancing public confidence and delivering value for money in public procurement through clear standards and informed decision-making.

## PPRA LOGO RATIONALE

The logo consists of the acronym “PPRA” stylized with distinct lines and curves, creating a unique and memorable visual identity. The “A” is interconnected, symbolizing the continuous flow and interconnectedness of the procurement process. The use of varying line weights adds visual interest and dynamism. The A show flow, transparency, exchange and transaction. Together they also form a shield (Thebe) which symbolizes protection, security, and defence. This represents the Authority’s role in safeguarding the integrity of the public procurement process and protecting public resources from misuse.

## 1.0 Introduction

In line with Section 83 of the PP Act, Public Procurement Regulatory Authority (the Authority) annually compiles and issues Price Guides. 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 provide indicative prices for reference by Procuring Entities (PEs) and Procurement Units (PUs), as well as by Bidders, in preparing their bids; to estimate contract value and measure the reasonableness of prices when evaluating a tender. The main goal of compiling the Price Guides is to strengthen the public procurement system to achieve high levels of rationality.

## 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/service and locality. In instances where the location is not specified, 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 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:** The +/- 15% margin of deviation is not applicable to works projects except for procurement of items that constitute building materials (as per the specific Price Guide).

**Note 2:** 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 exchange rate fluctuations. If such occurrences exist, these ought to be interrogated further; with PEs carrying out the necessary due diligence and taking into cognizance market dynamics. Upon embarking on such, and noting the discrepancies, the PEs are to duly notify the Authority on these and seek advice on way forward.

**Note 3:** In some instances, the price list includes brand names for the respective items, these would solely be mentioned to emphasize the specification of the item. Therefore, the stated brand names are not an exclusive recommendation or prescription by the Authority but merely mentioned to augment description of the item.

**Note 4:** Value Added Tax (VAT) registered companies are expected to include VAT in their bid prices. If bidders being evaluated comprise of companies that are a combination of both VAT registered and VAT exempt entities, FOR THE PURPOSES OF EVALUATION, bid prices should be evaluated without VAT, for them to be comparable.

**Note 5:** In the use and 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 the Authority to offer guidance when in doubt.

Table 1: Worked Example- Extract from Food Rations Price Guide

No.	Item Code	Category	Item Name	Description/ Specification	Unit	Quantity	Reference Prices (BWP) by Locality												
							Francistown	Gaborone	Ghanzi	Gumare/ Shakawe	Hukuntsi/Kang	Jwaneng/Kanye	Kasane	Letlhakane	Mahalapye	Maun	Palapye	S/ Phikwe	Tsabong
1	FR00101	Bakery/ Confectionery	Bread	Sliced, Brown, 600g	Each	1loaf	8.85	8.91	9.93	9.11	8.93	9.18	8.54	9.54	8.92	9.03	9.39	9.53	8.94
2	FR00102	Bakery/ Confectionery	Bread	Sliced, White, 600g	Each	1loaf	9.35	9.30	10.13	9.56	9.48	9.66	8.91	9.64	9.25	9.30	9.61	9.67	9.57

**Item being procured:** 600g brown bread loaves for Itekeng Junior Secondary School, in Ghanzi.

#### Steps to follow:

- Establish reference price from Price Guide = P9.93
- Determine 15% of reference price =  $15\% \times P9.93 = P1.49$
- Therefore, Minimum price reasonable and acceptable (-15%) =  $P9.93 - P1.49 = P8.44$  Maximum price reasonable and acceptable (+15%) =  $P9.93 + P1.49 = P11.42$

Consequently, in evaluating the price of a 600g loaf of brown bread in Ghanzi, in the above instance, any price quoted by the bidder(s) that ranges between P8.44 and P11.42 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.

## PPRA LOGO RATIONALE

The “**P**” symbolises a Magnifying Glass: It represents scrutiny, due diligence, and PPRA's role in ensuring thoroughness and accountability in all procurement activities through audits, assessments and investigations .

#### The colour blue has been used to evoke

- Trust and Reliability
- Professionalism
- Freshness and Openness
- Calmness and Serenity
- Innovation and Technology
- Trustworthiness and Safety

The Public is informed that Public Procurement Regulatory Authority (PPRA) will, with effect from 1st April 2024, open the resource center facility for use by the Public. The resource center will be offering the following services at a fee:

- Creation of new Contractor Registration Applications
- Application for Additional Codes
- Application for upgrade
- Attend Clarification(s)
- Update Basic Profile
- Password reset

The table below shows cost per service offered:

Service		Price (BWP)
<b>Resource Centre</b>	New Application	300.00
	Additional Codes/Upgrade	150.00
	Renewal	150.00
	Attend Clarification	75.00
	Check Application Status	30.00
	Update Basic Profile	75.00
<b>Post Registration Changes</b>	Change of Entity Name	300.00

The public is advised that the above services are applicable to those who require physical handhold interaction with PPRA staff, otherwise the online platform remains available to be fully utilised free of charge. Therefore, the public is encouraged to utilise the password reset self-service online facility, apply for codes from the comfort of their homes, workplace or anywhere, where there is an internet connectivity.

Please note that the charges are for handholding fees, the applications will still be subjected to set requirements and due process.

Further, the resource centre services will be provided at PPRA Francistown office only while availability of such services in the Gaborone office will be communicated in due course.

For more information on the services kindly contact the Public Relations and Education Office at (+267) 360 2014 / 82 / 17.

## “Energize & Unite: Building Wellness, Strengthening Teams”

The Public Procurement Regulatory Authority (PPRA) continues to hold regular wellness sessions aimed at fostering a healthier, more resilient workforce. The 2025 Wellness Day was held under the theme “Energize & Unite: Building Wellness, Strengthening Teams.”

The initiative promotes healthy behaviors, boosts morale, and encourages fitness through collective participation. A key benefit of these wellness activities is their role in encouraging employees to adopt and sustain healthier lifestyles, ultimately leading to improved individual and organizational well-being. Additionally, these sessions support employees in managing stress, combating burnout, and achieving a better work-life balance.

The event commenced with welcome remarks from the PPRA Chief Executive Officer, Ms. Tumelo Motsumi. She expressed her gratitude for the participation of the PPRA employees in the 2025 Wellness Day.

Ms. Motsumi emphasized that it has become a valued tradition for the Authority to dedicate a day each year to focus on wellness as a collective. She highlighted the importance of recognizing

the impact that overall well-being has on both personal and professional lives.

“As we navigate the challenges of our daily responsibilities, both professionally and personally,” Ms. Motsumi stated, “it is crucial to pause and reflect on what truly drives our success; our health, our relationships, and our purpose. Today is about recharging, reconnecting, and reinforcing our commitment to wellness.”

She defined wellness as a holistic balance of mind, body, soul, and spirit that fosters a sense of well-being.

Ms. Motsumi encouraged staff to integrate wellness practices introduced during the day into their everyday routines, underscoring that individual commitment to healthy eating, regular physical activity, and routine medical check-ups is vital to maintaining good health.

The Wellness Day featured a variety of activities designed to enhance physical, mental, emotional, and social well-being. The program began with light exercises such as stretching and squats, followed by group fitness sessions that challenged participants both mentally and physically. These engaging activities reinforced the importance of teamwork, resilience, and self-care.



PPRA ladies take to the court for a spirited volleyball game fostering camaraderie and teamwork.



PPRA staff engage in a stimulating team-building exercise involving color-coded cone arrangements to promote strategic thinking.

## RETURNING OF PUBLIC PROCUREMENT FORMS

Following the enactment of the Public Procurement Act, 2021 (PP Act/the Act), the new Public Procurement Regulations (PP Regulations/the Regulations) came into effect on the 28th of March 2023. The Regulations make provision for use of the revised public procurement forms catalogued at Schedule 1 of the Regulations.

The PPRA thus had requested all Procuring Entities (PEs), which have the old forms, i.e, PPADB Form 1A, PPADB Form 1B, PPADB Form Three (3), First Schedule and Second Schedule to return all of them to the PPRA offices and furnish the Authority with a savingram to request the new forms.

The new forms consist of Form D (previously called Second Schedule, Form G (former 1A, Form 1B has been separated into two; Form I (Financial Opening, and Form H (Technical Proposal Opening), and Form E.

PEs had been advised that Form 3, which is not within Schedule 1 of the revised Regulations, is available on request from the Authority. All stakeholders had been advised to ensure that this communication is widely distributed to all their departments at the earliest opportunity and ensure timely action of its contents.

## SALE OF PPRA PROCUREMENT FORMS

The new Public Procurement Regulations, 2023 (PP Regulations/the Regulations) make provision for the use of the revised public procurement forms catalogued at Schedule 1 of the Regulations.

All Accounting Officers are informed that effective 1 April 2024, the under-listed Public Procurement Forms were availed to Procuring Entities at a cost of P200.00 per booklet, for mandatory use by all Procuring Entities:

- Form D - Requisition form,
- Form E - Availability of Funds,
- Form G - Single Envelope,
- Form H - Dual Envelope (Technical Opening),
- Form I Record of Financial Opening (Dual Envelope or package)
- PPRA form 3 (recommendation for award)

Controlled copies of the remaining forms, listed in Annexure 2, are available in the PPRA website at no cost.

## Annexure 2

Form	Reason
Form A - Schedule 1 (Evaluation Report)	It needs to be editable to allow PEs to insert as much content as dictated by the nature of the procurement.
Form B - List of restricted Items	It needs to be editable to allow PEs to insert as much content as dictated by the number of projects
Form C - Annual Procurement Plan)	It needs to be editable to allow PEs to insert as much content as dictated by the nature of the procurement.
Form F – Integrity Agreement	It will form part of the bidding document and therefore should be editable
Form J – Application for deviation from use of a Procurement method	It needs to be editable to allow PEs to insert as much content as dictated by the nature of the request and reasons thereof
Form K – Application to use Alternative Procurement Process	It needs to be editable to allow PEs to insert as much content as dictated by the nature of the request and reasons thereof
Form L- Request for Retroactive Approval)	It needs to be editable to allow PEs to insert as much content as dictated by the nature of the request and reasons thereof
Form M – Declaration of Beneficial Owners	It will form part of the bidding document and therefore should be editable
Form N – End of Activity Report	It needs to be editable to allow PEs to insert as much content as dictated by the nature of the procurement and observations made
Form O – Declaration of interest	Not ideal to sell as individuals may use its non-availability as a defence when prosecuted for failure to declare interest
Form P – Confidentiality Relating to Procurement Process	Not ideal to sell as individuals may use its non-availability as a loop hole where they fail to observe confidentiality
Form Q – Request for Change of Particulars of contractor in contractor's	To be done online
Form R – Application for Registration in Contractors' Register	To be done online
Form S – Application for Upgrade of Contractor	To be done online
Form T – Application for Downgrade of Contractor	To be done online
Form U – Application for Restoration of Contractors Name in the Contractors Register	To be done online
Form V – Application for Renewal of Certificate of registration	To be done online
Form W – Submission of Allegations to Authority	It needs to be editable to allow PEs to insert as much content as dictated by the nature of the allegations
Form X – Application to be removed from Register of Suspended or De-listed Contractors	To be done online
Form Y- Lodging of Complaints	Not ideal to sell to bidders for them to submit complaints
Schedule 2 – Fee	This is not a form but rather a list of Contractor Registration fees
Schedule 3 – Code of Conduct of Contractors	This is not a form but a code of Conduct for Contractors

## Stakeholder Engagement and Public Education Activities for the 2024/2025 Financial Year

As part of its mandate to raise awareness on public procurement processes and promote compliance with the Public Procurement Act, 2021, PPRA Public Relations and Education (PR&E) Unit has successfully carried out a series of stakeholder engagement initiatives across the country.

### **Presentations to Full District and Town Councils**

At the onset of the 2024/2025 Financial Year, the PR&E Unit outlined a plan to conduct presentations during Full Council Meetings. These engagements aimed to inform key stakeholders, including local government leaders and departmental heads, on the PPRA mandate and the provisions of the new Public Procurement Act, 2021.

These platforms facilitated interactive discussions and valuable feedback from Honourable Councillors and Senior Council Officials. In turn, these leaders are expected to cascade this information to their constituents/surbodimates thus further promoting understanding and compliance at the grassroots level.

A total of six (6) Full Council meetings were successfully conducted as follows:

1. Lobatse Town Council – 2 December 2024
2. Letlhakeng District Council – 11 December 2024
3. Jwaneng Town Council – 12 December 2024
4. Kweneng District Council (Molepolole) – 13 December 2024
5. Mogoditshane/Thamaga District Council – 13 December 2024
6. Palapye District Council – 17 December 2024

These sessions are also instrumental in ensuring that local government representatives are well-informed and equipped to provide oversight on procurement-related matters within their jurisdictions.

### **Contractor Registration Open Days**

In accordance with Section 92 (1) of the Public Procurement Act, the Contractor Registration Unit (CRU) embarked on an outreach initiative aimed at registering contractors seeking to do business with government in the areas of supplies, services, and works.

The outreach program focused on engaging business communities in remote and underserved areas where PPRA does not maintain a physical presence. This initiative not only facilitates access to registration services but also serves as an alternative revenue-generating mechanism through the collection of submission and assessment fees.

Importantly, the Open Days provided a platform for direct engagement with the business community, enabling the CRU to gather insights into the unique challenges faced by local contractors and identify opportunities for service improvement. The initiative also continues to raise awareness about PPRA's evolving mandate following the legislative changes introduced in April 2022.

A total of five (5) contractor registration training sessions were conducted:

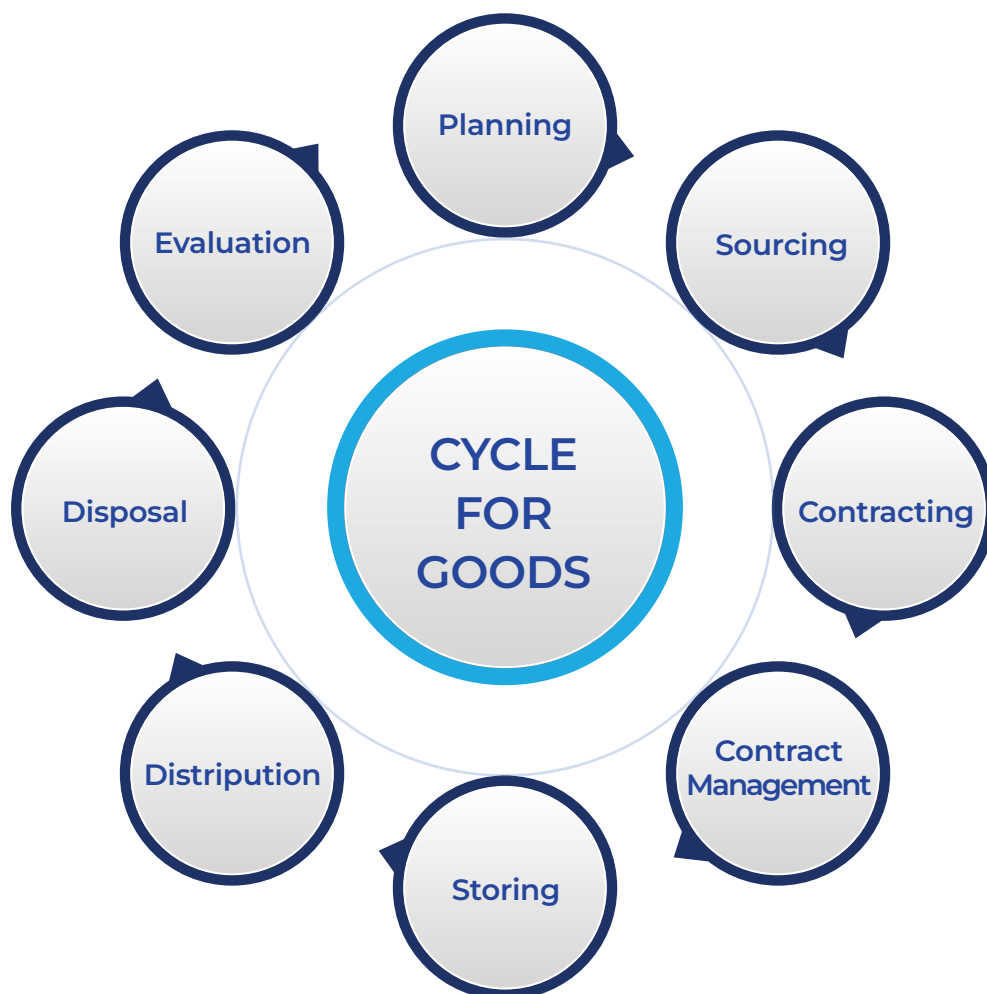
1. Department of Gender Affairs – 16–17 October 2024
2. Shakawe – 11–12 November 2024
3. Gumare – 14–15 November 2024
4. Borolong – 22 November 2024
5. Jamataka – 15 December 2024

These Open Days were facilitated through the Mobile Office; a fully equipped, one-stop facility designed to provide contractor registration services and public education. The Mobile Office ensures that contractors from all regions, especially those without access to PPRA offices in Gaborone and Francistown, receive the support they need.

By expanding its outreach and deepening stakeholder engagement, PPRA continues to reinforce transparency, compliance, and inclusivity in public procurement across Botswana.

However, it is worth pointing out that PPRA is accessible across the country where there is internet through the Integrated Procurement Management System (IPMS) and contractors are encouraged to utilize the system as it is easy to use and less costly.

## PROCUREMENT CYCLE FOR GOODS



The Public Procurement Regulatory Authority (PPRA), in accordance with Section 33 of the Public Procurement Act, has announced a series of cost recovery measures aimed at enhancing its service delivery and financial sustainability. The new measures include the introduction of annual subscription fees, an increase in capacity building fees, and the implementation of procurement audit charges.

### Introduction of Annual Subscription Fees

Effective 1 April 2025, all Procuring Entities (PEs) were required to pay an annual subscription fee of BWP 75,000.00. This fee is introduced under Section 33(1)(b) of the PP Act, which authorizes the Authority to raise funds through fees, charges, and levies for services rendered in the performance of its regulatory functions.

The subscription fee covers a range of services provided by the Authority, including:

- Setting public procurement standards and practices
- Monitoring compliance and performance of PEs
- Issuing standardized bidding documents and model structures
- Conducting investigations and providing procurement advice
- Maintaining an up-to-date register of contractors
- Publishing procurement plans and decisions
- Authorizing derogations, standardizations, and deviations under the Act

Worthy to note is that the subscription fee is exclusive of charges related to capacity building programs and procurement audits, which are billed separately.

### Increase in Capacity Building Fees

To better align with the rising costs of program delivery, the PPRA is implementing a 25% increase in capacity building fees, which effected from 1 April 2025.

The revised fees are as follows:

No.	Cost Description	Current Rates BWP	New Rates (1st April, 2025) BWP
1	Procuring Entities' workshops per day for 30 or less participants	15, 000.00	19, 000. 00
2	Procuring Entities' more than 30 participants each extra participant per day.	750.00	15, 000.00
3	Supplies	Animal Feed	15, 000.00
4	Supplies	Building Materials	15, 000.00
5	Supplies	Car Batteries	15, 000.00

These adjustments aim to ensure sustainability in delivering training and capacity development programs across the procurement sector.

### Implementation of Procurement Audit Fees

In line with Section 8(1)(e) of the PP Act, which mandates the Authority to conduct periodic audits, the PPRA is rolling out an Annual Audit Programme beginning in the 2025/2026 financial year. As part of this initiative, audit fees will be introduced effective 1 April 2026.

Fees will be calculated based on the type and scope of the audit, including hourly rates, the number of man-hours required, and quality control measures. Procuring Entities are therefore advised to make the necessary budgetary provisions for the 2026/2027 financial year.

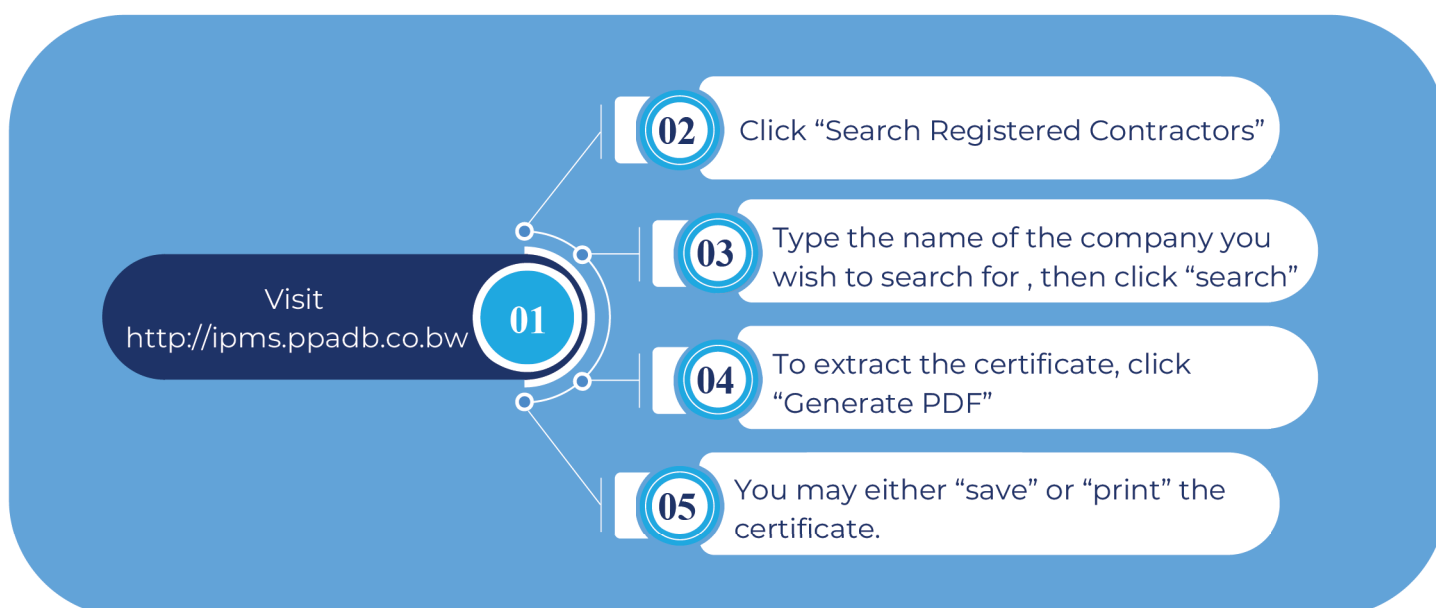
### Further Information and Inquiries

For additional details or clarifications regarding the new fees, Procuring Entities may contact the following officials:

- Ms. Colleen Motswaiso: +267 360 2024 / [cmotswaiso@ppra.co.bw](mailto:cmotswaiso@ppra.co.bw)
- Mr. Lefoko Ramoatlhodi: +267 360 2085 / [lramoatlhodi@ppra.co.bw](mailto:lramoatlhodi@ppra.co.bw)
- Mr. Lisani Nzhuzha: +267 360 2057 / [lnzhuzha@ppra.co.bw](mailto:lnzhuzha@ppra.co.bw)

The PPRA remains committed to strengthening Botswana's public procurement system through improved compliance, efficiency, and service delivery. These cost recovery initiatives are a strategic step towards ensuring the sustainability of the Authority's operations and continued support to all Procuring Entities.

## HOW TO SEARCH FOR REGISTERED CONTRACTORS ON IPMS



# PPRA LAUNCHES PUBLIC PROCUREMENT OPERATIONS MANUAL AND IMPLEMENTATION GUIDELINES

The Public Procurement Regulatory Authority (PPRA), in line with its mandate under Section 7 of the Public Procurement Act (PPA), has officially issued the Public Procurement Operations Manual (PPM) and accompanying Implementation Guiding Notes for use by all public procurement stakeholders.

The release of the Manual is a significant milestone aimed at reinforcing the key principles of public procurement in Botswana—namely fairness, equity, competition, transparency, accountability, efficiency, non-discrimination, honesty, value for money, and public confidence in procurement systems.

Developed with the support of the Government of the United States of America, the Public Procurement Operations Manual provides comprehensive, user-friendly guidance on the processes and procedures required for effective implementation and compliance with the Public Procurement Act, 2021 and the Public Procurement Regulations, 2023.

The PPM is designed as an administrative tool to assist all public sector entities and procurement professionals in interpreting and applying the legislative framework governing procurement. However, it is important to note that in instances where there may be a discrepancy between the Manual and the provisions of the Act or Regulations, the latter will take precedence.

In keeping with its regulatory role, the PPRA will continue to issue supplementary guidelines and circulars as needed, to address emerging issues and provide additional clarity on procurement matters beyond the scope of the current Manual.

Stakeholders are encouraged to familiarise themselves with the contents of the Manual, which is readily accessible via the PPRA website at [www.ppadb.co.bw](http://www.ppadb.co.bw) and through the Integrated Procurement Management System (IPMS) at <https://ipms.ppadb.co.bw>.

## SCOPE OF THE PUBLIC PROCUREMENT ACT, 2021

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;

- Asset disposal function removed and provided for under the Public Finance Management Act
- Procuring entities fully accountable for all procurement activities
- Maximise economy and efficiency in procurement
- Promote competition among contractors
- Provide for fair and equitable treatment of all contractors
- Promote the integrity of, and fairness and public confidence in the procurement process

The Public Procurement Regulatory Authority (PPRA) has issued a formal call to all Procuring Entities (PEs), urging the timely submission of the 2024–25 Consolidated Procurement Reports and 2025–26 Annual Procurement Plans. This directive comes as part of the Authority's ongoing commitment to promoting transparency, accountability, and efficiency in public procurement.

In a circular dated 28 February 2025 (PPRA Circular No. 3 of 2025), the Authority advised that:

- 2024–25 Consolidated Procurement Reports must be submitted by 11 April 2025
- 2025–26 Annual Procurement Plans are due by 30 April 2025

The circular emphasized that non-compliance with the stipulated deadlines will attract penalties in accordance with Section 147 of the Public Procurement Act, 2021.

The call is grounded in legal requirements, particularly Section 41(2)(h)(i) of the Public Procurement Act, 2021, and Regulations 33 and 34(2) of the 2023 Public Procurement Regulations, which obligate all PEs to submit annual procurement plans to the PPRA. These plans are subsequently published on the PPRA website to foster public transparency.

In addition, Section 71(1)(b) of the Act mandates the publication of these procurement plans in publicly accessible platforms, such as the Government Gazette, national newspapers, electronic media, or the Government Portal. Procuring Entities are strongly encouraged to ensure wide dissemination of their procurement plans to promote competition and ensure transparency.

The submission of Consolidated Procurement Reports is equally essential. These reports must include lists of awarded tenders and recorded complaints, as required under Section 41(2)(h)(ii–iii) of the Act. A standardized reporting template has been provided to guide entities in fulfilling this requirement.

Worth noting, the Authority has observed that some Parastatals, State-Owned Enterprises (SOEs), District Councils, and Land Boards have been submitting their procurement documentation to their respective line ministries rather than directly to the PPRA. The Authority has clarified that all such entities must submit their plans and reports directly to the PPRA to ensure proper compliance and streamlined oversight.

For further information or clarification, the following PPRA officials may be contacted:

- Mr. Lucas Kennekae at 3602016 or via email at [lkennekae@ppra.co.bw](mailto:lkennekae@ppra.co.bw)
- Mr. Lefoko Ramoatlhodi at 3602085 or via email at [lramoatlhodi@ppra.co.bw](mailto:lramoatlhodi@ppra.co.bw)

The PPRA reiterates its commitment to maintaining high standards in public procurement and calls upon all entities to uphold their obligations under the law.



PPRA Principal Procurement Specialist  
Mr. Joshua Machao

**PN:** When did you join PPRA (formerly PPADB), and how has your professional growth evolved since then?

**JM:** I joined PPRA / PPADB on the 1st September 2021. When I joined I brought with me significant experience in planning and executing public procurement activities within central government, however, I quickly needed to adapt to a role which included providing advice to the Board on matters requiring adjudication. In addition, where I was only providing advice to internal customers in my previous capacity, the new role at PPADB also included providing advice to multiple procuring entities, and on a greater diversity of procurement issues.

**PN:** How would you describe the transition process from PPADB to PPRA?

**JM:** The transition process has been a seismic shift and a game changer for the public procurement landscape in Botswana. The PP Act 2021 separated the compliance and regulatory function from the adjudication and awarding authority. As the organization shifted to a regulator it necessitated a paradigm shift in terms of the role of the procurement specialist. The role now needed both

In this edition of Procurement News, we feature an insightful conversation with Mr. Joshua Machao, Principal Procurement Specialist – Technical Services, as he shares his professional journey, day-to-day experiences, and personal reflections.

a mentor and coach for an increased number of procuring entities, as well requiring one to put on the equally important hat of a compliance enforcer responsible for monitoring and ensuring adherence to the Act and the Regulations.

Change as always comes with growing pains; the new structures and responsibilities under the Act, external shocks to the national economy, and the general shortage of experienced procurement specialists, means an ever-increasing workload on the remaining resources at PPRA. Despite all of these challenges, teamwork, and the dedication of all staff towards the mandate of the organization has been exemplary and one of the vital reasons why one gets up in the morning.

**PN:** What does a typical workday look like for you, and what key projects are you currently involved in?

**JM:** My day usually begins just before 0800hrs with a hot cup of Roiboos tea. I spend the first part of the day either catching up on emails I had flagged from the previous day or work that was incomplete from the previous day. Later during the morning, I check on reports received from procuring entities and where possible, I will

make a follow-up with any PE assigned to me. The latter part of the day is spent typically working on progressing outstanding work from projects I am involved in, or reading specific parts of the Act, the Regulations or the Operations Manual to ensure that I am fully conversant with these documents. Sometimes, I use part of the afternoon to consult with, and discuss with my colleagues any public procurement matters of interest. In addition to all of these activities, a significant part of my day is spent providing guidance to procuring entities on procurement matters – this includes pointing them to applicable parts of the law for issues they are dealing with, or alternatively providing in-depth analysis on issues they need to consider in order to make informed and fair decisions. These telephone conversations typically take anywhere from 5mins to thirty minutes depending on the issue discussed. In addition, I will typically assist one or two walk-in clients (both PEs and contractors) who come to PPRA seeking guidance. On other days (or even weeks) I am either conducting capacity building for procuring entities, or compliance assessments.

I am currently part of the team working on a project for the development of Standardized Bidding Packages (SBPs) funded by the African Development Bank (AfDB). In addition, I am one of the key resources earmarked for one of the planned audit activities.

**PN:** What challenges have you encountered in your current role, and how have you addressed them?

**JM:** As mentioned above, there is a considerable shortage of procurement specialists at PPRA. Time, or the lack thereof, is therefore the biggest challenge and it can sometimes be difficult making decisions when faced with competing priorities. Asking for assistance from team members and for advice and guidance from my supervisor has ensured that whilst the workload remains

daunting, it has not become insurmountable. In addition, I have noticed that taking advantage of the gym membership support provided by PPRA, and actually making it to the gym contributes to greater resilience.

**PN:** What would you consider your greatest professional achievement so far?

**JM:** In 2023, I redesigned the Compliance Assessment Tool for the 2023-4 FY and beyond and ensured its approval by the Executive Committee. The tool, aligned to the Public Procurement Act 2021, and the Public Procurement Regulations 2023, reduces subjectivity during the compliance assessment process, and allows for a uniform approach to conducting compliance assessments. In addition, the tool facilitates the calculation of assessment scores to provide compliance and performance rating of procuring entities. The tool is an achievement because its design was voluntary, it allowed me to acquire new skills, and it has helped my colleagues in an important aspect of our work.

**PN:** What aspects of your job do you enjoy the most, and which project at PPRA has been your favourite to work on?

**JM:** I think providing advice to procuring entities, whether through capacity building, or interactions in person or on the phone, is the best part of my job. Public procurement, when done right, is the key to improved service delivery, and the linchpin to socio-economic development. As PEs are guided on the application of the right approaches, and principles, tenets such as value for money, and the achievement of public interest objectives can be realized.

**PN:** How would you describe the transition from your previous role outside PPRA to your current position?

**JM:** See 1 above

**PN:** In what ways has working at PPRA contributed to your professional development?

**JM:** I am now a seasoned procurement specialist able to interact with procurement practitioners and accounting officers in a manner that allows them to appreciate the role of public procurement in the achievement of government goals and national aspirations. In addition, PPRA has provided me with personal growth opportunities; these include studying for professional membership, a short course on Compliance Essentials, and attending online lectures through USTDA, the World Bank and the African Public Procurement Network (APPN).

**PN:** Which committees have you served in at PPRA, and how have these roles supported your career growth?

**JM:** I currently serve under the Compliance Management Technical Team (CMTT) and this has helped me better understand and contribute to compliance mandate of the Authority.

**PN:** What advice would you offer to colleagues, subordinates, and new entrants into the profession?

**JM:** A strong backbone, both literally and figuratively, a commitment to ethical conduct, and an appetite for constant engagement with the law, and other public procurement professionals, is key to success. There is always something to learn, and there is always a new challenge to overcome. Perseverance is key.

**PN:** What is one thing you wish more people should understand about your current role?

**JM:** The procurement specialist is the link between the Authority, procuring entities, and the

bidding community. Given the ubiquitous nature of public procurement, and given that through it, government intent is made manifest, and given that through it there is disbursement of financial resources that guarantee the sustainability of numerous economic operators, it is important for the procurement specialist to be a unwavering beacon for sound and rationale advice.

**PN:** What is one memorable moment that stands out from your time at PPRA?

**JM:** The best moments are usually the first small achievements that provide the motivation to continue striving for excellence. These moments provide one with a sense of belonging which breeds the goodwill that ultimately allows for a shared vision with the organization. For me that moment happened in 2021, when I submitted three matters to the then PPADB, and all my recommendations were endorsed. It was the first time that I truly felt like I had arrived, and I am able to trace most of my achievements at PPRA to that one moment. As my softball coach used to say, "Remember that feeling," of accomplishment.

**PN:** On a more personal note—how do you unwind when you're not at work?

**JM:** I go to church, work-out, play Sunday soccer, and hang out with family and friends.

**PN:** Can you share five interesting facts about yourself that most people may not know?

**JM:** I'm not too sure I can get to five but I will share two:

- I used to be a poet and have performed in front of H.E. Festus Mogae; of note I was the principle poet at the opening of the Diamond Trading Company Botswana building in 2008.
- I love baking, especially cakes (red velvet, carrot, or chocolate, being particular favorites of mine).

## New Appointments, Resignations, and Retirement October 2024 – March 2025

Stakeholders are informed of recent changes in staffing across various divisions within the Public Procurement Regulatory Authority (PPRA) between October 2024 and March 2025. PPRA welcomes new colleagues, extend gratitude to those departing, and honour those retiring after years of dedicated service.

### **End of Contract**

The PPRA family extended sincere thanks to the former ICT Manager, Mr. Oteng Raesima, whose contract with PPRA came to an end on 31st March 2025. He had been a valued member of the ICT Division, and PPRA wishes him every success in his future endeavours.

Division (S)	Name (s)	Designation	Band	Last Date
ICT	Mr. Oteng Raesima	ICT Manager	6	31 March 2024

### **New Temporary Contracts**

The Authority is pleased to welcome the following individuals, who have joined the Strategy, Research, and Planning (SRP) Division, and look forward to their contributions:

Division (S)	Name (s)	Designation	Band	Appointment date
SRP	Mr. Kutlo Karema	Temporary Research Assistant	2	13 October 2024
SRP	Mr. Kalayame Malema	Temporary Research Assistant	2	13 October 2024
SRP	Ms. Pako Ndelema	Temporary Research Assistant	2	13 October 2024
SRP	Ms. Tshepo Keskile	Temporary Research Assistant	2	13 October 2024



The Authority plays a pivotal role in the governance and oversight of public procurement, as outlined in Section 8 of the governing Act. These functions are central to promoting efficiency, transparency, and accountability within the Botswana public procurement system. Below is a summary of the key responsibilities assigned to the Authority:

**Monitoring and Advisory Role** - The Authority is mandated to monitor, assess, review, and report on the performance of the public procurement system. It advises the Minister on necessary reforms and enhancements to improve the procurement landscape.

**Standardisation and Structural Guidance** - To ensure consistency and transparency across public procurement activities, the Authority issues standardised bidding documents to Procuring Entities. It also provides a model structure for these entities that aligns with principles of good governance, including clear separation of duties and enhanced operational efficiency.

**Compliance and Oversight** - Through regular inspections of records and procurement proceedings, the Authority ensures adherence to the provisions of the Act. It also undertakes procurement, contract, and performance audits, and may conduct investigations at any stage of the procurement process.

**Regulation and Control** - The Authority is responsible for the overall regulation and control of the procurement system. This includes monitoring compliance with procurement laws and enforcing appropriate sanctions and procedures to address violations.

**Information and Transparency** - To promote public awareness and transparency, the Authority develops and maintains a comprehensive system for publishing annual performance plans, procurement opportunities, award information, and other relevant data.

**Capacity Building and Professional Development** - A key aspect of the Authority's mandate is to promote the training and professional development of individuals involved in procurement - both within government entities and among contractors - while ensuring adherence to ethical standards.

**Advisory and Regulatory Instruments** - In support of consistent implementation of the Act, the Authority issues a wide range of guidance tools, including codes of conduct, guidelines, standards, directives, procedures, and manuals.

**Registration and Policy Development** - The Authority oversees the registration of contractors and is responsible for issuing procurement-related policies, guidelines, and circulars. It also ensures the implementation of preference and reservation schemes to foster inclusivity in procurement practices.

**Research and International Benchmarking** - To continuously refine the procurement system, the Authority undertakes both national and international research and surveys on procurement matters.

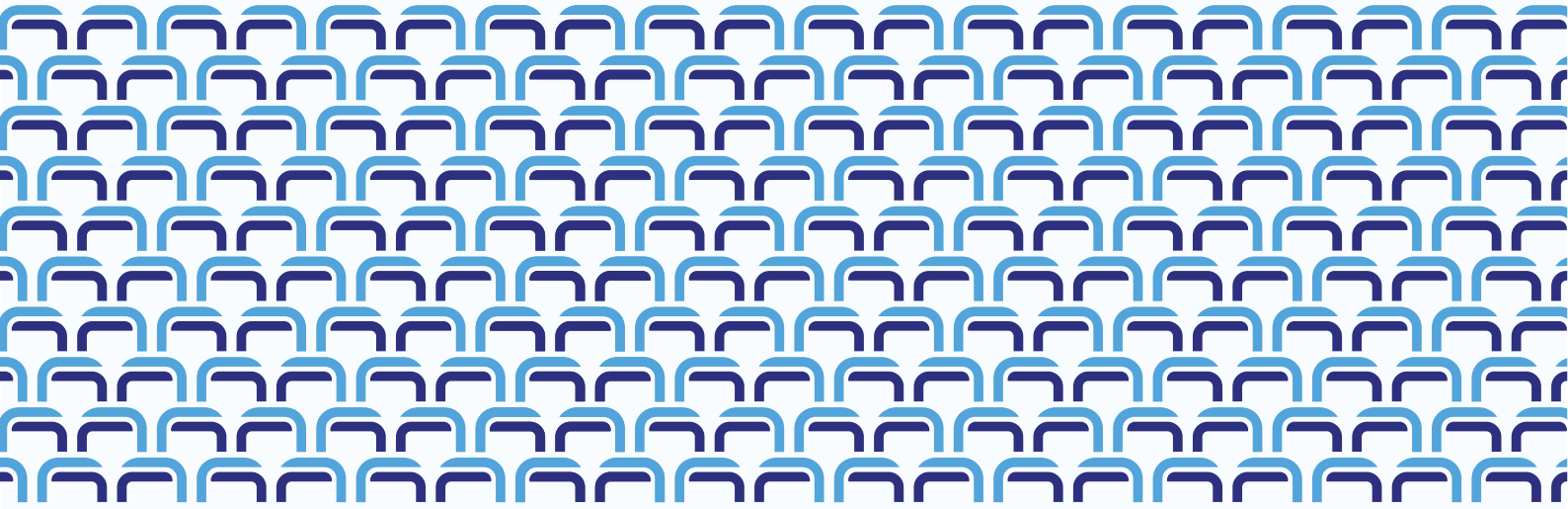
**Strategic Policy Input** - Lastly, the Authority makes policy recommendations to the Minister on any public procurement matters deemed significant to national development.

**Professionalisation of Procurement Personnel** - As stipulated in Section 9 of the Act, the Authority is also tasked with establishing an appropriate structure for the regulation and registration of procurement professionals. This initiative supports the broader goal of professionalising the procurement function and ensuring high standards of practice across the sector.

Together, these functions reinforce the Authority's role as a cornerstone of public procurement reform, governance, and institutional strengthening.



Public Procurement Regulatory Authority



# PROCUREMENT NEWS

## OCTOBER 2024 - MARCH 2025

### VOL. 2

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