

# PROCUREMENT *News*

***“We aligned expectations, we joined the track and the race was won”***

***Ms B.P. John***

## ***PPADB BIDS ITS 2ND EXECUTIVE CHAIRPERSON FAREWELL***



Keeping Tenders Clean

Ms. Bridget Poppy John





## Public Relations and Education Manager's Foreword

Welcome to our second and last edition for the financial year 2018/2019. A lot has happened in the last two quarters of the year, chief amongst which, was the end of term of the 2nd Public Procurement and Asset Disposal Board (PPADB) Executive Chairperson Ms. Bridget Poppy John. Ms. John has led the Board for the last eight (8) years, and her contract ended on the 31st January 2019 because of the mandatory requirements of the Act which restrict PPADB Board Members to only two (2) four (4) year terms.

During the period, the Board embarked on site visit of projects to ensure that they are implemented in line with the Board award decision including whether projects are implemented within time, budget and scope and that they uphold quality and citizen empowerment requirements of subcontracting and procurement of locally produced goods.

With the end goal of becoming a regulator, PPADB continues to capacitate Ministerial Tender Committees (MTCs), the District Administration Tender Committees (DATCs), the Bidding Community, as well as the Procuring Entities (PEs) to build their capacity and required confidence on Public Procurement Knowledge and the Integrated Procurement Management System (IPMS).

Another development and trend taking place at PPADB is the continuous improvement of service delivery which has seen the Board being awarded the global Chartered Institute of Procurement and Supply (CIPS) Corporate Certificate, and bestowed with the Education and Training Provider (ETP) status by Botswana Qualifications Authority. All these achievements are in addition to the already acquired Botswana Bureau of Standards (BOBS) ISO 9001:2015 standard certification, which is a testament of the ongoing quest to provide the nation with the best service.

While the Board continues to do its best in service delivery, there is an uncanny development where scrupulous people are all out to cheat Botswana of their hard earned cash through what we term "Fake Tenders."

The Board would like to warn all potential Bidders to take caution and always check with relevant authorities the validity of any unsolicited tender or Request for Quotation (RFQ) coming their way. To this end, PPADB has intensified public education and awareness raising on issues of procurement and asset disposal including how to identify "Fake Tenders".

Please, read and enjoy the articles that follow and kindly give us feedback at [proffice@ppadb.co.bw](mailto:proffice@ppadb.co.bw) or call our Toll Free number at 0800 600 751.

## PROCUREMENT News



Mr. Charles Keikotlhae  
Public Relations and  
Education Manager

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Ms. Bridget Poppy John

## PPADB BIDS ITS 2ND EXECUTIVE CHAIRPERSON FAREWELL

**After being at the helm of PPADB as its second Executive Chairperson for the past eight (8) years; Ms. Bridget Poppy John got a befitting farewell at Gaborone International Convention Centre (GICC) on Friday, 25th January 2019, courtesy of the PPADB Staff, Management and the Board, and where many people described her in glowing terms.**

Delivering the farewell speech at the event on behalf of the Hon. Minister of Finance and Economic Development Mr. Kenneth Matambo, the Deputy Secretary, Finance Administration in the Ministry of Finance and Economic Development Ms. Ellen Richard-Madisa said that Ms. John displayed commitment, hard work and a winning attitude as she steered the Board's ship to the desired destination: "Two (2) Strategic Plans were formulated; one during the 2013-2018 period,

and the other during the 2018 – 2022 respectively," adding that the 2013-2018 Strategic Plan was successfully implemented.

Ms. Richard-Madisa stated that the procurement landscape has changed, has become more complex and demanding but Ms. John's steadfast leadership kept the Board afloat and more relevant to the users of PPADB services.

The PPADB Acting Executive Chairperson Mr. Elijah Motshedi also put more accolades on Ms. John, highlighting that during her term, the country and PPADB saw many initiatives carried out in order to improve efficiency in the public procurement system.

Still at the same event, PPADB Executive Director Supplies Mr. Kgakgamalo Ketshajwang also applauded Ms. John for her leadership credentials and said that her departure was a bitter-sweet

moment.

"Bitter in the sense that she is leaving, however, sweet in the knowledge that she has dispensed herself well, impacted, trained, developed, taught, guided and deposited in her team the necessary tools to take the baton and continue the race with composure," added Mr. Ketshajwang.

Ms. Senewang O'Reilly Konji, the Senior Personal Secretary to the Executive Chairperson for the past eight (8) years, described her as an energetic and well organized professional who pays attention to details: "These are some of her many good qualities that I have observed over the years," Ms. Konji said.

Another PPADB employee, an office assistant, Ms. Joyce Montwedi, who met Ms. John in 1993 when the latter joined the then Ministry of Finance and Development Planning as an Economic Planner, told the

gathering that Ms. John is a hard worker who respects all people irrespective of their status. Ms. Montwedi indicated that although people regard the Ministry of Basic Education as difficult to run, which Ms. John was joining as a Permanent Secretary, she believed Ms. John would bring in the desired results.

For her part, the PPADB Senior Manager- Strategy, Research and Policy Ms. Julia Ditlhong had this to say; “Mma John ore tlogetse ka culture ya go dira ka bonatla, ke gore le yoo neng a akanya go itsemeletsa o ne a akanya gabedi.” Ms. John was appointed PPADB Executive Chairperson after rising through the ranks at various Government Ministries and Agencies and joined PPADB as Executive Chairperson on the 31st January 2011.

Throughout her exemplary leadership, the Board made many strides in improving its service delivery that resulted in enhanced public confidence and customer satisfaction.

Under her tutelage, in 2013, PPADB embarked on a 5-year Strategic Plan aimed at making PPADB a center of excellence in public procurement and asset disposal. The Strategic Plan implementation enabled PPADB to achieve certification to the ISO 9001:2008 and the new ISO 9001: 2015 standards, the attainment of these standards being a testament of the quality service that PPADB is rendering to its customers and stakeholders in general.

Initiatives to fight corruption like the Tip-off anonymous service run by a third party (Deloitte), the disclosure of the engineers’ estimates, the partnership with sister organizations like DCEC, CIPA, Auditor General and the Competition

Authority carried out during “Mma” John’s tenure all give testimony to her enduring and quality leadership that will be sorely missed in the Procurement and Asset Disposal Fraternity.

Still under the leadership of Ms. John, PPADB signed Service Level Agreements with Ministries and other Government agencies to define timelines in the procurement process in order to ensure efficiency and improve service delivery. These SLAs have greatly improved the ease-of-doing business as far as tendering is concerned.

Further, late in 2018, on December 10, PPADB under Ms. John’s leadership was awarded the Chartered Institute of Procurement and Supply (CIPS) corporate certificate to set it apart from its ilk, a journey that started in 2015 with rigorous and intense assessments thus PPADB became the fourth organization in the whole of Africa to get the certification. The attainment of the certificate which needs to be maintained affirm PPADB as a world class procurement institution with excellent processes and procedures that ensure quality service to customers and the rest of the stakeholders.

Other initiatives during Ms. John’s leadership include the opening of the PPADB office in Francistown, the development of Integrated Procurement Management System (IPMS), introduction of Simplified Standardized Bidding Packages, publishing of Ministries’ Procurement Plans on the PPADB website, Mobile Office, Development of Scheme of Service for Procurement Professionals within Central Government, Increased Capacity Building in the Procurement and Asset Disposal System by partnering with educational institutions like the Botswana Accountancy College that

introduced Certificate and Masters courses in procurement, and the development of a Code of Ethics for Procurement Professionals; all of which are intended to professionalize and bring procurement closer to the people and enhance transparency; service quality and effectiveness.

Also during her tenure in office, PPADB did contribute to a number of social responsibility projects and the most notable being the building of a house for a needy family in Old Naledi, Gaborone, where staff volunteered their services and resources in constructing the house from plan design to actual construction.

Such initiatives contributed positively to making PPADB a benchmark for sister organisations who continue to visit PPADB on benchmarking missions.

In her farewell speech at GICC, Ms. John enthused that during her tenure, she had become more patient, and more reasonable. She recalled a phrase during her early days when Managers would go to their juniors and the first thing they would say will be ‘EC are.... re lo reye rere.....lo dire jaana...’

She said that phase did not take long because staff was able to demonstrate that they did not need any name dropping to deliver on their assignments, “We aligned expectations, we joined the track and the race was won”, she said to a loud applause.

The PPADB Board Member Mr. Gerald Nyadze Thipe thanked “Mma” John for having afforded PPADB her time and energy to answer the national call to be the focal point of discharging PPADB services.

# How to pay online for PPADB services (Advert)



- a.** Log onto IMPS
- b.** Click one(1) under 'Pending contractor certificate/application fee'
- c.** Click 'Proceed' under 'Action' (Pencil)
- d.** Select 'Online payment Mode'
- e.** Click 'Save' then 'Next'
- f.** Make sure VCS payment mode is selected and click on make payment. A new tab will open where you capture your debit/credit card

details as follows:

- Capture card number
  - Capture expiry date
  - Card holders Name
  - Capture CVC number (The last three digits on the magnetic strip behind your bank card)
- g.** Click on 'Pay'
- h.** Then click on 'Continue'

NB: A confirmation message will pop up instructing you to go back to the IPMS page to click on do verify payment.

i. After verifying payment, click on 'Generate receipt', a PDF receipt will be generated, you can print or save it

j. After printing the receipt, click on 'Submit'

## Conduct Compliance Audits often

The Deputy Permanent Secretary (DPS), Corporate Services, in the Ministry of Agriculture and Food Security Ms. Rose Sennanyana has called upon the Public Procurement and Asset Disposal Board (PPADB) to do the Compliance Audits more often than is currently the case.

Giving a vote of thanks during the all Ministerial Tender Committees (MTCs) Capacity Building Workshop in Gaborone on Tuesday, 5th March 2019, Ms. Sennanyana stated that the annual Compliance Audits done by PPADB are very good and informative and should be done often.

She stated that the Audits provide guidance needed by the MTCs in the execution of their daily mandate hence the need to do them more frequently.

She requested PPADB to consider changing the period during which the workshop is held as it comes at a time when the MTCs Chairpersons, who are the Deputy Permanent Secretaries Corporate Services, are busy with wrapping up the financial year.

The Ministry of Agriculture and Food Security DPS also requested PPADB to provide feedback on the outcome of the workshop.

Earlier on when giving opening remarks at the workshop, the PPADB Executive Director Services Ms. Tumelo Motsumi called upon MTCs to give careful attention to the vetting of ITTs to ensure that specifications are proper and without bias, evaluation criteria and basis of award are clear and appropriate, and that applicable socio-economic policies of



Ms. Tumelo Motsumi  
PPADB  
Executive Director Services

Government are factored in tender documents.

She stated that declaration of any conflict of interest should be observed in procurement and conflicted individuals should recuse themselves from taking part in



deliberations of such submissions, adding that MTCs have a responsibility to raise alarm and alert relevant authorities, where there are apparent corruption red flags in procurement.

Ms. Motsumi reiterated that Committees of the Board should continue to remain independent and free from any undue influence or undesirable pressures in conducting their work.

She said that in August 2018, PPADB introduced a Code of Ethics in Public Procurement and Asset Disposal with the aim to set ground rules for procurement practitioners and to help foster an ethical environment and deter unethical behaviour and the issuing of the Code of Ethics is in line with Section 90 of the PPAD Act, which reads “All members of the Board, its Committees, Sub-committees and contracted advisors involved in

public procurement and asset disposal shall sign (a) a code of ethical behaviour; and (b) a declaration of business interests form where necessary.”

“It is therefore apparent that as MTC members you are required to not only sign the Code of Ethics but to abide by it,” she said.

## Board undertakes Safer City Project Site Visit



Deputy Commissioner of Police Mr. Tapudzani Gabolekwe (L), Assistant Commissioner of Police Mr. Dipheko Motube (C) and Acting PPADB Executive Chairperson Mr. Elijah Motshedi (R).

Section 52(3)(a) of the PPAD Act stipulates that, in the execution of its functions, the Board shall, among other responsibilities, inspect and test or cause to be inspected and tested works, supplies and services which are offered or which have been furnished in accordance with any bid awarded by the Board or its committees. It was against this background that, the PPAD Board undertook a site visit of the Safer City Project on Monday, 18th

February 2019. Welcoming the Board at Botswana Police Services (BPS) Headquarters in Gaborone before the touring of the Project installations and facilities, Deputy Commissioner of Police Mr. Tapudzani Gabolekwe extended gratitude to PPADB for the milestones achieved in the Project.

He said that the intention of the 19.5 Million US Dollars Project is to enhance BPS investigations and improve on the response time which would result in public safety in Gaborone and Francistown, adding that BPS is aware that once the system is operational and effective, crime would now shift to other places like Molepolole hence they will put measures in place to deal with changes in crime patterns. Deputy Commissioner of Police Gabolekwe stated that the Project Contract was signed on the 13 November 2017. He explained that the Project experienced a six (6) weeks delay due to various reasons, and started in January 2018 with the Gaborone phase one (1), which stands at 97% to be completed by the end of February 2019, after which His Excellency the President of the Republic of Botswana Dr. Mokgweetsi Masisi is expected to launch it. Mr. Gabolekwe indicated that phase 2 is the extension of the safer city project to Francistown and that this phase will start after completion of phase 1. He stated that the main components of the Project are the National Command Centre and more than six hundred (600) cameras which are installed in Gaborone, Data Centre, Mobile Control Vehicles and the Crises Management Centre.

When introducing the PPAD Board, the Acting PPADB Executive Chairperson Mr. Elijah Motshedi stated that the Board under the PPAD Act is mandated to check on some of the Projects it has awarded, and that the Safer City Project is one such a Project.

He said that as the Project was awarded to Huawei, which is a foreign owned contractor, some of the objectives of the site visit was to check whether the foreign owned contractor is sub-contracting work to 100% citizen companies in line with the CEE policy, that key personnel as stated in the bid are on the ground, whether contractors are procuring locally manufactured goods and local services, and whether the Project is progressing along as expected. PPADB Executive Director Supplies, Mr. Kgakgamalo Ketshajwang, pointed out that the site visit was also for the Board to appreciate challenges faced by the Project, to assess progress in terms of the implementation of Citizen Economic Empowerment policies, and to advise accordingly. Non-Executive Director Services, Mr. Gerald Thipe, indicated that the Board would also like to know whether the project was carried out within Budget, Scope and Time, to which Mr. Gabolekwe assured the Board that indeed that was the case as the project was being implemented satisfactorily. The Project Manager, Assistant Commissioner of Police, Mr. Pako Molalawesi, also assured the Board that all the issues of concern have been emphasized to the Contractor and that they often refer to the Project Contract to address any arising matter which has helped them a lot to manage the contract and achieve targets. He explained that the Project is undertaken by Huawei International, Huawei Botswana and ICT Dynamix, with the latter as a sub-contracted local contractor.

Assistant Commissioner Molalawesi stated that some of the challenges they encountered include the Site Electrification shutdown procedure and civil works, Transmission connectivity, Interface challenges and Power cable theft all of which were overcome through stakeholder consultations, collaborations and constant referrals to the scope of work. After the Board toured the facilities, it was satisfied with the progress and Mr. Motshedi commended BPS for the progress made in the implementation of the project. He indicated that this is due to the fact that BPS has properly resourced the project to effectively manage it. He suggested that the BPS Project Management approach is a success story that should be used in other mega projects including those of ICT as most of them are never completed within Budget, Scope and Time.

The PPADB Acting Executive Chairperson requested BPS Management to document their project management approach so that it can be demonstrated and shared with other procuring entities to encourage them to improve on project management. Some features of the Project include: pop ups red alerts showing what happens when a wanted person' tries to cross or enter a red spot like a Border Post when that person's name has been stored in the BPS data base of wanted persons; the ability to bring out details like residential address of a person who has been shown to violate traffic laws or engaged in criminal activity as the cameras have covered most of the city. The cameras can zoom up to considerable distance from where they are installed and can check and reveal the spot of crime. Phase two (2) of the Project will be carried out in Francistown where more or less cameras will be installed and another Data Centre has been put up. The Safer City BPS Project Team is



Stakeholders during the Safe City project visit at Gaborone Dam, standing beside one of the project cameras.

chaired by Senior Assistant Commissioner of Police Mr. Goboletswe Dimeku. Meanwhile, the Board also visited the Gaborone-Boatle Dual Carriage Way Road Project and was appreciative of the progress done.

The Main Tender was awarded to the foreign owned joint venture called Consolidated Contractors Company (Kuwait)/ China State Construction and Engineering Corporation at P1,069,836,972.38 while the mandatory Citizen Subcontractors were awarded at 29.6% of contract amount which is about P320 million and in line with Citizen Economic Empowerment Policy. The Main contractors and all subcontractors in the project are required to purchase locally manufactured goods and services from citizen owned companies and local manufacturers in line with Economic Diversification Drive Policy. The amount spent on citizen owned and local companies was expected to increase significantly beyond the amount initially awarded to mandatory sub-contractors since the project implementation was ongoing and expected to be completed in April 2019.



Some of the PPADB Board Members listening to the Gaborone-Boatle Road Project





Boatle Intersection: Gaborone-Boatle Dual Carriageway Road Project

# PPADB Briefs the media



PPADB  
Acting Executive Chairperson  
Mr. Elijah Motshedi addressing  
the media personnel

## Media <sup>IN</sup> General

As it is the norm, the Public Procurement and Asset Disposal Board (PPADB) hosted the annual media briefing to update scribes from different media houses on the Board's operations, challenges and interventions. The

workshop was also meant to get feedback from the media on the public procurement and asset disposal system so as to make some improvements. The PPADB obligation to brief the media is in line with Section 87(b) of the PPAD Act.

In his address to the media, the Acting PPADB Executive Chairperson Mr. Elijah Motshedi informed reporters that the PPAD Act applies to all entities of Central Government including Botswana missions across the world. He stated that the Act also covers all

entities falling outside of Central Government receiving contributions from Government, Parastatals, Land Boards and Councils, explaining that whilst Parastatals, Land Boards, Councils etc., are expected to adhere to the requirements of the PPAD Act, these entities however make their own tender award decisions.

In carrying out its duties, Mr. Motshedi said that the Board's operations are guided by the PPAD Act and Regulations, the Operations Manual and the PPADB Strategic Plan. He said that the same Act also provides for devolution of authority to Ministerial Tender Committees (MTCs) and District Administration Tender Committees (DATCs). Mr. Motshedi said that section 65 of the PPAD Act, mandates the Board to review and increase the financial ceilings of both the MTCs and DATCs bi-ennially; and that the last review was done during the 2017/18 financial year with the next one to be done in the 2020/21 financial year. The media was informed that during the 2018/19 financial year, PPADB conducted sixty-one (61) capacity building workshops compared to previous year's total of fifty-seven (57); Thirty

(30) (49%) for Procuring Entities which included Procurement Unit Staff; Thirteen (13) (21%) for Parastatals; Four (4) (7%) for Land Boards; Five (5) (8%) for MTCs and DATCs; Seven (7) (11%) for Bidding Community; and, One (1) (2%) for the Media.

The PPADB acting Executive Chairperson stated that the total number of participants trained through the Capacity Building programme during the period was one thousand eight hundred and seventy five (1875) compared to previous year's total of one thousand, seven hundred and sixty four (1764). Mr. Motshedi told the media personnel that in order to promote ethical behavior amongst all public officers involved in public procurement, PPADB introduced the Code of Ethics in Public Procurement and Asset Disposal, which was developed through the World Bank Technical assistance.

He pointed out that as a testament that PPADB's procurement policies, strategies, procedures and processes meet high-quality professional standards, the Chartered Institute of Procurement and Supply (CIPS), awarded the Board the globally recognised CIPS Procurement Excellence Standard

(Corporate Certification) in December 2018.

On online tendering, the media was informed that up to that point, about 131 tenders were progressed through the Integrated Procurement Management System (IPMS) system, and that some tenders were being progressed through the system at different levels or stages. He added that with regular use of the system, more competency would be gained and turnaround times shortened.

In conclusion, Mr. Motshedi said that the new Strategy in place, amendment of the PPAD Act and Regulations, Code of Ethics for Procurement Personnel, the attainment CIPS Corporate Certification and ISO 9001: 2015 standard, IPMS Roll out and other ongoing initiatives, PPADB is poised to become a High Performing Organisation that will more effectively facilitate value for money procurement for Botswana to realise its development goals.

He said transparency, proper procurement planning, adherence to plans, and competitive bidding will go a long way in improving public confidence in tenders and reducing corruption perception.



Media personnel during the proceedings of the day

## Suspension and delisting of contractors (Advert)

The Public Procurement and Asset Disposal Board (PPADB) wishes to inform members of the public and the bidding community that the Board has approved the Guidelines for Suspension and Delisting Committee. The Guidelines addressed the gap identified in the Penalties to be imposed on Contractors.

The Suspension and Delisting Committee is established in terms of Section 50 of the PPAD Act. The mandate of the Committee is to investigate, at the direction of the Board, issues of non-compliance of the Code of Conduct for Contractors or established breaches of Contract. The modus operandi of the Committee is legislated for by the Public Procurement and Asset Disposal (Suspension and Delisting of Contractors Regulations, 2009).

Stakeholders are to note the recently reviewed penalties which are as follows;

Type of breach Type	Description	Breach Category	Description	Punishment Threshold
Type 1	Minor Breaches	General	Breaches that do not affect the expected output of the contract or have been rectified eventually.	Written warning
Type 2	Breaches that require the suspension of contractors from public procurement & asset disposal for a specified period.	Category A	Severity/impact of violation is low and contractor is a first offender.	Suspend from public procurement & asset disposal for a period of 12 months
		Category B	Severity/impact of violation is low and contractor is not a first offender.	Suspend from public procurement & asset disposal for a period of 24 months
		Category C	Severity/impact of violation is high and contractor is a first offender.	Suspend from public procurement & asset disposal for a period of 30 months
		Category D	Severity/impact of violation is high and contractor is not a first offender.	Suspend from public procurement & asset disposal for a period of 36 months



Type of breach Type	Description	Breach Category	Description	Punishment Threshold
Type 3	Breaches that require that contractors be suspended from public procurement & asset disposal conditionally on terms, pending their fulfillment of suspension conditions.			Suspend the contractor from participating in public procurement & asset disposal until the conditions for suspension have been fully satisfied and publicize the suspension and/or the resulting remedy.  The period of suspension shall be a minimum of 12 months.
Type 4	Breaches that require that contractors be issued a remedial order to comply with remedial measures within a specified time	Category A	Remedial work is done outside the specified time but impact is low (period of delay & cost considered).	Suspend from public procurement & asset disposal for a period of 18 months.
		Category B	Remedial work is done outside the specified time and impact is medium (period of delay & cost considered).	Suspend from public procurement & asset disposal for 24 months
		Category C	Remedial work is done outside the specified time and impact is high (period of delay & cost considered).	Suspend from public procurement & asset disposal for 36 months
Type 5	Breaches that require that contractors be delisted and removed from register of contractors.		<ul style="list-style-type: none"> <li>Contractors who had committed type 1 Category D offences more than twice in 6 years.</li> <li>Contractors who had been suspended under Type 2 offences and had not done any significant remedy in line with the suspension for 12 months after suspension.</li> </ul>	<ul style="list-style-type: none"> <li>Delist and remove from contractor register.</li> <li>Publicize delisting.</li> </ul>

Type of breach Type	Description	Breach Category	Description	Punishment Threshold
			<ul style="list-style-type: none"><li>Contractors who have failed to do any remedial work in line with Type 3 offences for a period of 12 months after notification to do such remedy.</li><li>Contractors who have been convicted by courts in Botswana and similar jurisdictions for criminal offences relating to tender and contract fraud or corruption.</li></ul>	
	All Breaches	All Categories	Severity / impact of violation will determine.	<ul style="list-style-type: none"><li>Restitution and Payment of a Fine.</li></ul> <p>In addition to the penalties that may be imposed, restitution and payment of a Fine may be ordered.</p> <p>The decision on whether restitution should be ordered will be on a case by case basis.</p>
	<p>Key:</p> <p>Severity/impact assessed by:</p> <ul style="list-style-type: none"><li>How it affected operations of the Government Department/Ministry including its delivery of its mandate or service.</li><li>How it affected intended use of what was being procured or disposed e.g. quality, output, etc.</li><li>Monetary costs including costs of alternative solutions pursued as a result of the contractor’s failure.</li><li>Reputations costs to government or its institutions.</li><li>Amount of delay.</li><li>Other violations of the conditions of contract with Government.</li></ul>			

Membership of the Committee is comprised of two Private members, one member from the Directorate on Corruption and Economic Crime (DCEC) and the three PPADB Divisional Managers (Supplies, Services and Works).

**Note:** The Guidelines are effective from 2nd February 2017.

# “KEEPING TENDERS CLEAN”

## Interaction opportunity to exchange ideas

The Public Procurement and Asset Disposal Board (PPADB) Executive Director – Supplies Mr. Kgakgamalo Ketshajwang says that PPADB's interaction with the media provides an opportunity for exchange of ideas on ways to improve the procurement and asset disposal system in Botswana and can help to fulfil PPAD's tagline of “keeping tenders clean”.

Welcoming local journalists to the 2019 PPADB Media Capacity Building Workshop at the Cresta President Hotel, Gaborone, on Monday, 21st January 2019, Mr. Ketshajwang stated that the workshop was dedicated to discussing the tendering process by outlining the activities undertaken for the acquisition of supplies, works and services, starting from the conceptualisation of procurement, through to planning, contracting, implementation and assessment of performance.



PPADB Executive Director – Supplies  
Mr. Kgakgamalo Ken. Ketshajwang

In addition, Mr. Ketshajwang informed participants that there will be case studies for the media to obtain a fair

appreciation of what happens during procurement as it is important to demystify the tendering process and address some of the concerns and misconceptions in procurement. He stated that PPADB hopes to further entrench the media knowledge on public procurement and asset disposal through the Media Capacity Building Workshop.

Speaking at the Workshop, MISA Botswana National Director Mr. Tefo Phatshwane thanked PPADB for imparting education on procurement to the media practitioners. He said that procurement is a sensitive undertaking that involves lots of money hence the media appreciates the workshop.



MISA Botswana National Director  
Mr. Tefo Phatshwane

Mr. Phatshwane said that he has realised that even though he did participate numerous times in evaluating tenders, as an employee, before joining MISA Botswana, he had a limited understanding of procurement. The workshop has, therefore, been helpful to him hence he appreciates organisations like PPADB for being open to the media and capacitating them on procurement.

He stated that as MISA Botswana, they have an ‘open door’ policy and they look forward to similar opportunities, as they are mandated to take care of the wellbeing of reporters.

The workshop was conducted in line with Section 87 (b) of the PPAD Act, which mandates the Board to brief the media from time to time on developments in the procurement and asset disposal system.

Some of the topics covered by the workshop are An Overview of the Public Procurement System – the legal framework, procurement roles and responsibilities, procurement cycle and revised tendering requirements, Suspension and Delisting of Contractors – submission of end of activity reports and the Suspension and Delisting of Contractors, Contractor Registration and Integrated Procurement Management System – contractor registration, online verification and e-bidding, Anti-Corruption Measure – tip-offs anonymous service, and Case Study – on evaluation, adjudication and award of tenders.

It is hoped that through the knowledge acquired from the workshop, journalists would be able to apply themselves when reporting on procurement and asset disposal matters.





# PPADB launches advance payments



Contractor Registration Manager  
Mr. William Motswetsi

The Public Procurement and Asset Disposal Board (PPADB) has over the years observed that most contractors tend to apply for many codes and sub-codes in Works, Services and Supplies. Upon approval of the codes and sub-codes, contractors struggle to make payments for the many codes and sub-codes resulting in PPADB incurring processing costs and not recovering its costs on such transactions. As a result, the Board has resolved that contractors applying for registration should pay upfront for the service relating to processing

of applications for the various codes. However, it is worth noting that the fees have not changed.

Whilst communication was issued across various platforms to sensitize contractors about the changes, two (2) workshops were conducted to further inform contractors about the impending changes, as well as to obtain their views regarding the same.

Contractors were informed that whilst fees levied by PPADB on contractor registration are on a partial cost-recovery basis, failure by contractors to pay for approved codes and sub-codes results in the Board failing to meet all its operational costs particularly that the Board cannot depend entirely on Government subvention, as it is never adequate. They were informed that the PPAD Act requires the Board to recover its costs for services it provides.

Contractors were therefore informed that with effect from 1st April 2019, all applicants for PPADB registration were expected to pay upfront all fees related to their

application for registration. The fee includes a submission fee for Contractor Registration as has been the case, plus an assessment fee based on the number and cost of codes and sub-codes applied for.

The fees are payable once the application has gone through the Preliminary Verification Stage but before a detailed assessment of the application is carried out. Worth noting is that there will be no refunds even if the codes or sub-codes applied for have operational costs of carrying out assessment of the application.

PPADB believes that this development will encourage contractors to only apply for codes and sub-codes that they qualify for, unlike under the current scenario where contractors submit applications for codes and sub-codes that they may not need immediately or do not qualify for. As stated above, this change will enable the Board to partially recover operational expenses incurred during processing of such applications.

## All DATCs Workshop opportunity to dialogue

The Public Procurement and Asset Disposal Board (PPADB) former Executive Chairperson Ms. Bridget John said that the All District Administration Tender Committees (DATCs) capacity building workshop presents an opportune time to dialogue on how best to deliver the mandate of the Board and its Committees and to discuss issues of mutual interest.

Giving opening remarks during the workshop held in Gaborone at

Fairgrounds Conference Centre from the 13th to the 14th November 2018, Ms. John stated that the All DATC workshop is the time to openly discuss issues affecting procurement management and economic development within the country, and to address challenges that impede Committees of the Board from effectively and efficiently carrying out their responsibilities.

She pointed out that the theme of the

workshop; “Towards an Ethical and Sustainable Procurement System” was befitting as ethical and responsible procurement is now an economic and reputational imperative.

Ms. John said that Procurement professionals and those entrusted to oversee procurement should demand better governance in procurement, best value and an environment that is

intolerant of corruption or bribery. She highlighted that topics covered by the workshop which included issues of ethics in procurement, use of standards in procurement,



Ms. Bridget John

establishing reasonableness of price and other similar topics buttress why it is important for Government to require ethically procured supplies, works and services.

Ms. John stated that to attain the above, DATCs should give careful attention to the vetting of Invitation To Tenders (ITTs) to ensure that specifications are proper and without bias, and that evaluation criteria and basis of award are clear and appropriate, and ensuring that applicable socio-economic policies of Government are factored in tender documents.

She pointed out that declaration of any conflict of interest should be observed in procurement and conflicted individuals should recuse themselves from taking part in deliberations of such submissions.

“DATCs have responsibility to raise alarm and alert relevant authorities, where there are apparent corruption red flags in procurement,” she said, adding that Committees of the Board should remain independent and free from any undue influence or undesirable pressures in conducting their work:

“Decisions taken by the Board and its Committees should be able to stand when subjected to scrutiny, and that can only happen if decisions taken

are objective and in line with requirements of the ITT, PPADB Act, regulations applicable laws and procedures”.

She challenged the DATCs to rise to the occasion and address some of the challenges that impede the rollout of the Integrated Procurement Management System (IPMS) and to support PPADB in getting the PEs to use the system. She applauded some of the DATCs which have used e-bidding and were successful particularly Francistown and Tonota DATCs.

Ms. John also raised concern that despite all the efforts made to simplify procurement in the districts, there is still need for improvement in the implementation and monitoring of empowerment programs, especially the Local Procurement Scheme, adding that although DATCs have the authority to channel procurement within the districts, there are still reports that local industries are sidelined by the public procurement system.

Other issues that she talked about included Double Dipping in administering empowerment programs; EDD, CEE policy and LPS, introduction of Code of Ethics for Procurement Practitioners, Compliance Monitoring Audits and poor record keeping by DATCs and reiterating a call for an inclusive procurement system to ensure that citizen contractors and vulnerable groups benefit from the procurement spend.

She said that PPADB would continue to engage the Ministry of Presidential Affairs, Governance and Public Administration to ensure that resources required by DATCs are availed to ensure that DATCs

discharge their statutory functions of managing the adjudication and award of tenders efficiently and effectively, and guide Procuring Entities (PEs) on procurement and asset disposal matters.

When giving a key note address, the Deputy Permanent Secretary (DPS), Corporate Services, in the Ministry of Presidential Affairs, Governance and Public Administration Ms. Boikhutso Botlhole pointed out that the theme of the Workshop “Towards an Ethical and Sustainable Procurement System” comes at an opportune time when the nation and the world at large see public procurement as an instrument to facilitate economic empowerment and development of SMMEs and the national economy.

When giving closing remarks, PPADB Executive Director Supplies Mr. Kgakgamalo Ketshajwang stated that it was unfortunate that some DATC Members could not attend the workshop due to non-availability of funds and that Ms. Botlhole has promised to identify such DATC Members and see how they could be assisted in future.

Mr. Ketshajwang promised that challenges identified during the workshop would be given due attention and that a report that has the recommendation of the workshop would be compiled and shared with Ministry of Presidential Affairs, Governance and Public Administration.

The then South East District DATC Chairman Mr. Ian Tema appreciated PPADB for hosting the workshop as it refreshes the knowledge of some DATC Members and provides training for the newly appointed Members.

He urged DATC Members to educate the public and their Procuring Entities on their mandate and called for the resourcing of the DATCs especially the secretariat.



# Procurement Practitioners CODE OF ETHICS introduced

The Public Procurement and Asset Disposal Board (PPADB) in collaboration with the World Bank, developed a Code of Ethics in Public Procurement and Asset Disposal as anticipated and required by Section 90 (Code of Ethics) of the PPAD Act which obliges procurement practitioners to sign a code of ethical behaviour and a declaration of business interest form.

The objectives of the Code of Ethics are to uphold individual and institutional integrity and promote a professional and ethical culture in public procurement and asset disposal; and to support the attainment of public procurement and asset disposal objectives.

All procurement practitioners, who may be involved wholly or partially, in any phase of the procurement or disposal process including but not limited to procurement planning, market research, technical, project management, financial, legal, economics, logistics etc. are required to sign the Code of Ethics prior to commencement of any procurement related duties.

The Code of Ethics is made up of the below twelve (12) Canons whose aim is to encourage and promote the safeguarding of all public procurement principles by public procurement practitioners as espoused in the PPAD Act;

## **Public Procurement Ethical Canons**

**1.** Demonstrate utmost loyalty to the Republic of Botswana and uphold at paramount importance Public Procurement Objectives and Principles in every action, conduct

or decision taken in the line of duty.

**2.** Respect organizational hierarchy and accept the authority of supervisors and senior managers with prudence that is substantiated by public procurement rules and/or conducive to the proper application of relevant laws, regulations or this code.

**3.** Fulfil the responsibilities of their roles to the best of their knowledge and judgement.

**4.** Acquire the necessary knowledge and skills to execute duties and be well acquainted with and abide by relevant Laws, Decrees, Regulations, Guidelines and Public Procurement Principles.

**5.** Uphold the value of honesty in all dealings, report any unethical act and its perpetrators and fully respect and support accountability systems.

**6.** Never attempt to withhold or conceal information, data, record of proceedings or documents from authorized personnel, oversight agencies and audit bodies.

**7.** Disseminate in a transparent manner non-confidential information, data, record of proceedings or documents equally and simultaneously to the public and concerned stakeholders.

**8.** Preserve confidential information, data or documents about procurement proceedings from any form of disclosure until such a time as such information, data, proceedings or documents becomes due for disclosure as per pertinent Laws, Decrees and Regulations.

**9.** Conduct work with due diligence, always maintaining records and documentation in an easily traceable and retrievable form in order to facilitate review and audit.

**10.** Avoid any form of discrimination, bias or conflict of interest in the conduct of the procurement process and in arriving at related recommendations and decisions, never pursue individual interests of any form whether directly or indirectly and maintain impartiality in the pursuit of established public values and goals.

**11.** Never accept or solicit any form of valuable consideration- whether direct or indirect- from any contractor or an interested party.

**12.** Be an excellent team player demonstrating commitment, cooperation, trust and good faith while, at the same time, taking every decision autonomously based on factual evidence.

To enhance understanding, the Code of Ethics is accompanied by a supplementary Detailed Guidance, which explains how to implement each canon in the Code and provides illustrative examples.

Infringement of the Code of Ethics by public procurement practitioners should be reported promptly to the Board as a way of facilitating adherence.

Both the Code of Ethics Form and Detailed Guidance are available on the PPADB Intranet (SharePoint) and the PPADB website ([www.ppadb.co.bw](http://www.ppadb.co.bw)).



# BQA approves PPADB as an Education and Training Provider

The Botswana Qualifications Authority (BQA), at its meeting of the 19th February 2019, approved the registration and accreditation of the Public Procurement and Asset Disposal Board (PPADB) as an Education and Training Provider (ETP) under the Botswana Qualifications Authority (Registration and Accreditation of Education and Training Providers) Regulations, 2016. The registration and accreditation is valid until 18th February 2029.

The registration and accreditation cover programs which were already approved, provisionally approved, fully accredited and deferred at the time of approval of the BQA Board. Currently PPADB has the following learning programs accredited with BQA and it is a requirement that they are aligned and accredited under the new system (Botswana Qualifications Authority (Accreditation of Learning Programs) Regulations, 2016);

- Contract Management – short course @ level 3
- Tender Evaluation; Adjudication; Award & Debriefing – short course @ level 3
- Disposal of Assets - short course @ level 3
- Legal Framework - short course @ level 3
- Procurement Planning and Methods - short course @ level 3
- Introduction to Supply Chain Management - short course @ level 1
- Tender Documentation - short course @ level 3

PPADB is required to maintain all requirements for registration and accreditation as provided in the Botswana Qualifications Authority (Registration and Accreditation of Education and Training Providers) Regulations, 2016 and Quality Assurance Standard 1 (QAS 1). Some of the requirements include but are not limited to the following;

Management of the ETP – the ETP shall have access to sound guidance, direction, and management of its day to day and long-term affairs and the

management shall have the right experience and competencies to manage a provider of quality education and training.



Capacity Building Coordinator.  
Ms. Lady Botlhole

Scope of Accreditation - the establishment of the new ETP and provision of the proposed services should be responsive to government policies; clearly aligned with the development needs of Botswana and its people. In this context, the applicant shall define the scope of the accreditation in terms of fields, subfields, domains, and NCQF levels applied for and show that the mode of delivery is consistent with the stated aims, goals and objectives of the ETP. Admissions, Access and Equity - BQA requires that ETPs have policies on admissions, access and equity in order to uphold the fundamental entitlements of all learners. ETPs should ensure that learners are enrolled for learning programs in which they have pre-requisite knowledge to achieve the set learning outcomes.

Learning Program Development, Delivery and Evaluation – the ETP shall ensure that there are systems in place for learning program development, delivery and evaluation. The ETP shall ensure that there is a policy which as a minimum should cater for (a) program design and review (b) learning program development approval structures; (c) provision of academic support and (d) provision for promoting application of knowledge and skills and relevant learning experiences including; work-based and work-place learning, internship, study tours and other

learning opportunities.

Assessment and Moderation - BQA requires that the ETP has a provision for ensuring assessment and moderation requirements are met for all learning programs that they plan to deliver. The ETP shall have a comprehensive policy on assessment and moderation which provides adequately for the implementation of outcomes-based assessment system,

post assessment moderation (to ensure its assessment decisions are accurate and consistent).

The accreditation process is driven by the Capacity Building Technical Team, comprised of the following staff members;

**Kgakgamalo Ken. Ketshajwang**  
Executive Director Supplies and Capacity Building Champion

**Lady M. Botlhole**  
Capacity Building Coordinator

**Lisani Nzhuzha**  
CRU Adjudicator

**Owen T. Katse**  
Senior Analyst- QMS

**Neo Mogwai**  
ICT Coordinator

**Opelo Tibone**  
Senior Legal Officer

**Lefoko Ramoathodi**  
Devolution & Compliance Coordinator

**Gofaone Awich**  
PPS (Consultancies)

**Onalethata Dipatane**  
Senior Procurement Officer

With the accreditation, PPADB is poised to enhance its capacity building program and accelerate devolution process.

# The Board will continue to monitor performance of contractors



Ms. Sylvia Buzwani

The Board, in executing its mandate, will continue to monitor the performance of contractors and track the delivery of awarded contracts through submission of End of Activity Reports (EOARs) and enforcement of Supplier Relationship Management (SRM) meetings by the Procuring Entities (PEs), says the Public Procurement and Asset Disposal Board (PPADB) Executive Director Supplies Mr. Kgakgamalo Ketshajwang. Making welcome remarks during the Capacity Building Workshop for General Suppliers held in Gaborone, Travel Lodge, on Friday, 29th March 2019, Mr. Ketshajwang warned non-performing contractors that they would be taken through the Suspension and Delisting Committee and if found guilty, will either be suspended or debarred from participating in Government tenders.

He stated that competition in Botswana is regulated through the Competition Act hence PPADB is keen to collaborate with the Competition Authority to ensure that even in procurement the law is adhered to. "To date PPADB has signed a Memorandum of Understanding (MOU) with the DCEC and Competition Authority for combating corruption, unfair competition, collusion, bid rigging and fraud in public procurement," Mr. Ketshajwang pointed out. He said that the MOU provides for sharing of

information by the three entities to address any complaints received from interested parties. The PPADB Executive Director Supplies stated that the Board, therefore, relies on the workshop participants to report any misconduct observed in public procurement to assist the Board and Government in closing any loopholes that may discredit the procurement process. Mr. Ketshajwang said that, being empowered with knowledge and skills as well as having a good understanding of procedures and processes, would allow Suppliers to know when there is a breach in procurement thus they should join the Board in its quest to keep tenders clean.

He pointed out that one of the biggest challenges currently faced by Ministries is the failure by contractors to deliver awarded contracts in line with award decisions: "My plea this morning is for all contractors to ensure that contractual obligations are upheld and delivery done accordingly without having to be chased around by PEs," he said. The main purpose of the workshop was to provide a platform for the contracting community to interact with PPADB and share experience and any concerns relating to their meaningful participation in the procurement of supplies/goods. Giving the vote of thanks on behalf of the General Suppliers at the end of the workshop whose theme was, "Promoting Transparency, Efficiency and Fairness in Public Procurement through Strategic Approach to Supplier Relationship Management (SRM), e-bidding and Suppliers Grading," Ms. Sylvia Buzwani, based in the northern City of Francistown, expressed gratitude to PPADB for having seen it fit to conduct such a workshop for General Suppliers.

The workshop objectives were to share information on new developments aimed at enhancing transparency, efficiency and fairness in public procurement system in the country, to empower contractors on how to improve their future bid proposals and enhance their chances of success in the competitive tendering system, and to obtain feedback from contractors on challenges relating to ICT related procurement and proposed improvements.

Topics covered at the workshop included, Bidding Documents, Legal Framework, Contract Management, Price Guide, Contractor Registration, and Integrated Procurement Management System (IPMS or e-bidding).

# PPADB REACHES OUT TO STAKEHOLDERS

PPADB undertook various outreach programmes targeting stakeholders by conducting Open Days, Full Council briefings and participating in various fairs and exhibitions during the 2018/19 financial year as follows:

- Four (4) full council briefings done in Hukuntsi, Bobonong, Charleshill and Masunga.
- Five (5) Open Days conducted in Maun Hukuntsi, Charleshill, Moroka and Masunga.
- Seven (7) fairs and exhibitions were conducted; Business Botswana Northern Trade Fair, Youth Expo, Serule show, Shasse Mooke show, and Gungwe fair, International Youth Commemoration in Francistown and at the Global Expo.
- Contractor registration road shows in Maun, Gumare, Ghanzi, Charleshill, Hukuntsi and Tsabong.

These events were captured by the lens



Ms. Fortunate Mpofu of PPADB (L) interacting with stakeholders during the Maun Open Day.



PPADB personnel manning a stall during the Masunga Open Day and after North East Full Council briefing



Mr. Tebo Garogwe (seated, facing camera) with clients at the Charleshill Open Day.



Mr Joseph Tanjo (R) assisting a customer in Hukuntsi



Mr Sello Chengelani (Second from right) interacting with customers at the 2018 Global Expo



# STAFF NEWS

## NEW EMPLOYEES, RESIGNATIONS & RETIREMENT

(OCTOBER – DECEMBER 2018)

### New Appointments

There were no new appointments in this quarter.

### Resignations

NAME(s)	POSITION	DATE ENGAGED	DATE RESIGNED
Mr. Topoyame T. Molebatsi	Contractor Registration Assistant	01 April 2018	26 October 2018
Ms. Koziba G. Thanye	Records Management Specialist	01 May 2017	05 November 2018
Ms. Katlego Nkokoto	Contractor Registration Assistant	01 April 2018	031 December 2018

### Retirement

NAME(s)	DESIGNATION	DATE JOINED	REIREMENT DATE
Ms. Nkgaiso Mosienyane	Office Assistant - Shredding	1 <sup>st</sup> April 2009	31 <sup>st</sup> Decemebr 2018

### Movement of positions

There were no movements of positions in this quarter.

## NEW EMPLOYEES, RESIGNATIONS & RETIREMENT

(JANUARY – MARCH 2019)

### New Appointments

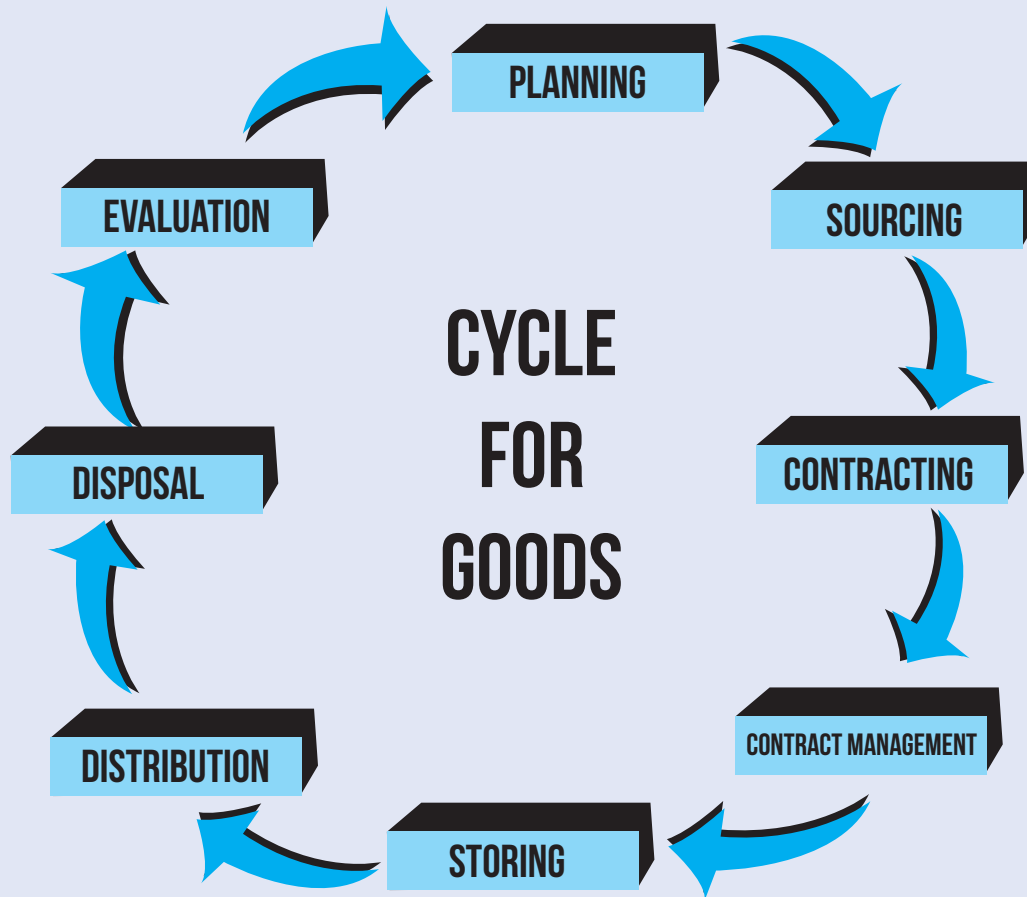
On permanent and pensionable basis

DIVISION/UNIT	NAME(s)	DESIGNATION	DATE JOINED
SERVICES	Ms Same G. Bantsi	Principal Procurement Specialist- ICT	1 <sup>st</sup> January 2019
CSD/PURCHASING UNIT	Ms Kemosadi Phabuka	Senior Administartion Officer	1 <sup>st</sup> March 2019

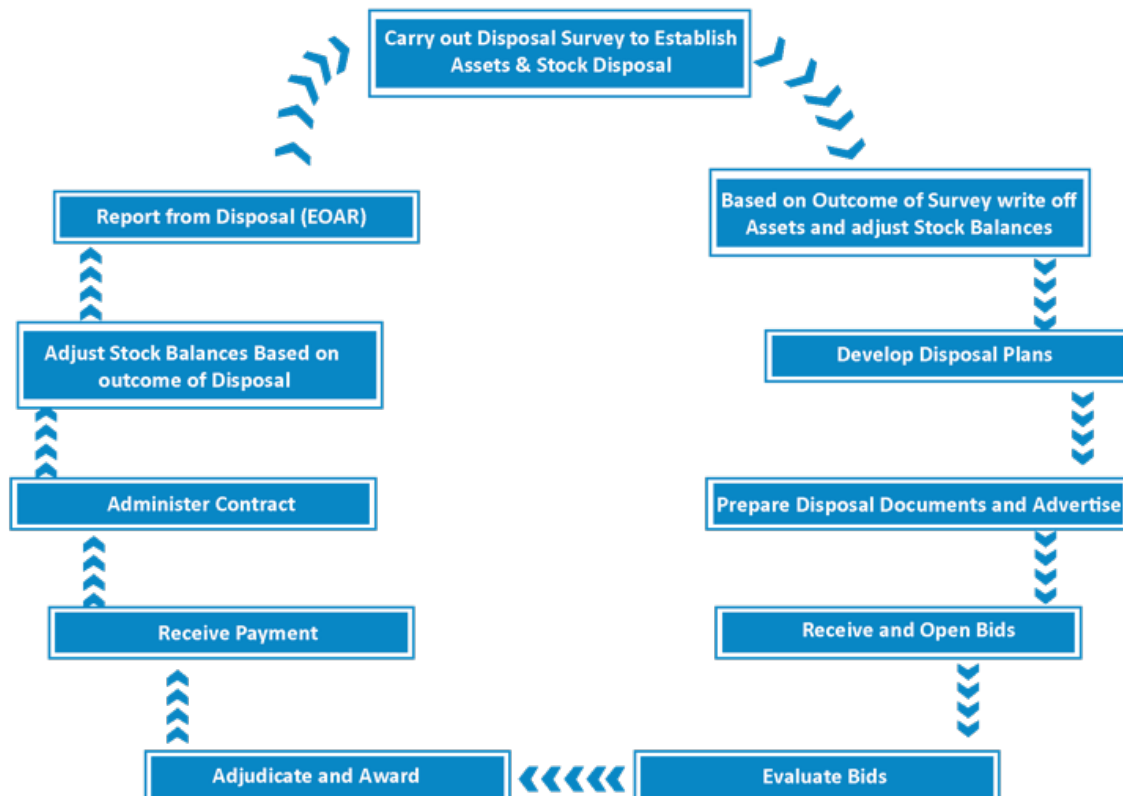
### Movement of positions - (Promotion)

DIVISION	NAME(s)	PREVIOUS POSITION	CURRENT POSITION	DATE OF APPOINTMENT
OBS	Ms. Opelo Tibone	Legal Officer	Senior Legal officer	1 <sup>st</sup> March 2019

## PROCUREMENT CYCLE FOR GOODS



## DISPOSAL CIRCLE





City of Gaborone



