PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS AUTHORITY
"Procurement That Delivers"

THE DISPOSAL CYCLE

PPDA/07

1 Accounting Officer institutes a Board of Survey
- Identification of disposal items
- Determination of reserve price

2 Preparation of Disposal plan
Approval of Disposal plan

2(a) Accounting Officer seeks approval from the Minister of Finance to Dispose Strategic Assets

3 User Dept. Initiates Disposal process
- Preparation of Statement of requirements

4 PDU prepares Bidding Documents
- Specifications/TOR

5 Contracts Committee approves Disposal method, bidding documents & Evaluation Committee

6 PDU advertises & invites Bids

7 PDU Receives & Opens Bids

8 Evaluation of Bids

9 Contracts Committee
- Reviews Evaluation Reports
- Awards Contract

10 Accounting Officer carries out Admin. Review (where applicable)

11
- Sign Contract

12 Contract Management
- Provider pays Entity
- Entity hands over Asset(s)

3(a) Contracts Committee Approves Other Methods
- Transfer to another PDE
- Direct Negotiations
- Destruction
- Conversion to another firm
- Trade In
- Donation

Public Auction

KEY
- Applies to Disposal by any of the methods
- Applies to Disposal by public bidding & sales to public officers
- User Department
- Procurement & Disposal Unit
- Accounting Officer
- Contracts Committee
- Boards / Councils
- MoFPED
- Evaluation Committee

Note: In case this cycle is not adhered to, please inform the Accounting officer or PPDA

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