

MARKET ASSESSMENT



ACCOUNTING OFFICER CERTIFIES THE PRICE TO ENSURE THAT IT CONFORMS TO THE PRICE GUIDELINES ISSUED BY PPDA

(Section 28 (1) (g) PPDA Act, Cap. 205)

01

ACCOUNTING OFFICER

USER DEPARTMENT

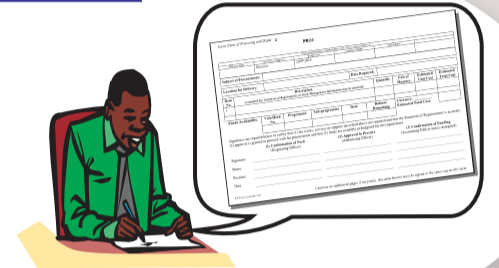
02

FILLING THE REQUISITION FORM

USER DEPARTMENT INITIATES A PROCUREMENT BY FILLING THE PROCUREMENT REQUISITION FORM. THIS SHOULD INCLUDE :

- ESTIMATED VALUES
- STATEMENTS OF REQUIREMENTS

(Section 36 (b), (c), & (d) PPDA Act, Cap. 205)



APPROVAL BY AUTHORISED OFFICER

- THE PROCUREMENT IS IN THE APPROVED BUDGET



03

USER DEPARTMENT

PROCUREMENT AND DISPOSAL UNIT

04

REGISTERING THE PROCUREMENT REQUISITION

- CONFIRM REQUIREMENT IS IN THE PROCUREMENT PLAN
- PDU ASSIGNS SEQUENCE NUMBER
- PROCUREMENT IS ACCORDED A PROCUREMENT REFERENCE NUMBER



CONFIRMATION OF AVAILABILITY OF FUNDING



- ACCOUNTING OFFICER CONFIRMS AVAILABILITY OF FUNDING AS PER APPROVED BUDGET
- ACCOUNTING OFFICER SANCTIONS THE PROCUREMENT PROCESS TO BEGIN

(Approval by AO or a person authorised by AO, Section 28 (1) (f) PPDA Act, Cap. 205)

05

ACCOUNTING OFFICER

PROCUREMENT AND DISPOSAL UNIT

06

PREPARATION OF BID DOCUMENTS

THE PROCUREMENT AND DISPOSAL UNIT PREPARES THE BID DOCUMENTS WHICH INCLUDE:

- INSTRUCTIONS TO BIDDERS
[Statement of Requirements/ Specifications/ Terms of References/ Scope of Work]
- EVALUATION CRITERIA
- BID FORMS
- CONTRACTS AND TERMS OF REFERENCE



NOTE: PROCUREMENT SHOULD BE INITIATED IN TIME TO AVOID DELAYS IN THE PROCUREMENT PROCESS.