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

ROLES AND RESPONSIBILITIES IN THE PROCUREMENT CYCLE

PPDA/06

1 Procurement Plan and Budget
(Section 60 (1) & (2) PPDA Act, Cap. 205)

2 Certifying of Market Prices
(Section 28 (g) PPDA Act 2003)

3 Procurement Requisitions
Filled with clear Specs/TOR/SOW
(Section 36 (b)PPDA Act Cap 205)

4 Confirmation of Availability of Funds
(Section 28 (1)(f) PPDA Act , Cap. 205)

5 Review and Preparation of Bidding Documents
• Specifications/TOR/SOW
(Section 33 (h) & (i) PPDA Act Cap 205)

6 Approval of Procurement method, bidding documents & Evaluation Committee
(Section 30 (b) & 31 (1) (a) PPDA Act Cap 205)

7 Prepare Adverts and Bid Documents
(Section 33(j) PPDA Act Cap, 205)

8 Receipt and Opening of Bids
(Section 74 PPDA Act Cap, 205)

9 Evaluation of Bids
(Section 39 PPDA Act Cap, 205)

10 Contracts committee
Section 31 (1)c) PPDA Act Cap, 205

11 Reassessment of market price where the BEB's price is higher than the price assessed at the commencement of the procurement

12
• **Administrative Review** (where applicable)
• **Accounting Officer** (10 Working days)
(Section 106 (7) PDA Act Cap. 205)
• **PPDA Tribunal** (15 Working days)
(Section 115 (4) PPDA Act Cap. 205)

13
. Determination that Best Evaluated Bidder price does not exceed price determined at the commencement of procurement process

. Sign Contract

14
Contract Management
• Delivery
• Payment

Contract Monitoring
• Providers Appraisal

- User Department
- Procurement & Disposal Unit
- Accounting Officer
- Contracts Committee
- Evaluation Committee (Adhoc)
- PPDA Tribunal

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

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