

THE BIDDING PROCESS

PPDA/04

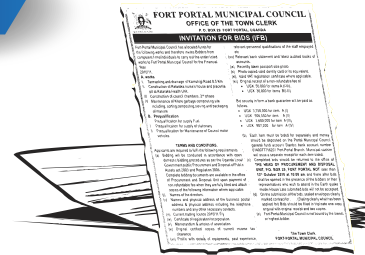
01



Approval by Contracts Committee

- Contracts Committee approves the:
- Procurement & disposal method
 - Bidding documents/any addenda
 - Evaluation Committee
 - Shortlist of bidders (where applicable)
 - Notice of expression of interest (where applicable)

02



Procurement & Disposal Unit

- Invitation to bid
- Open bidding through the newspapers, website, noticeboard
 - Shortlist bidders
- Section 33 (PPDA Act Cap 205)*

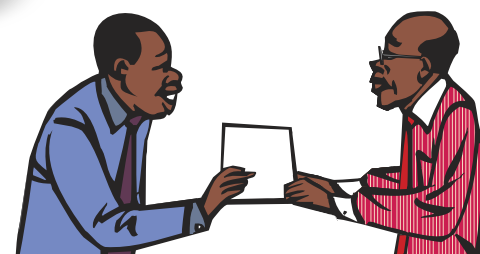
03



Procurement & Disposal Unit

- Issue or sale (where applicable) of bidding documents
- Record of issued documents
- Regulation 57 (3) of PPDA (rules and methods, 2023)*

04



Procurement & Disposal Unit

- Receipt of bids;
- Record of received bids
- Replacement or withdrawal of bids *Section 34(f) and Section 73 PPDA Act, Cap. 205)*
- Ensure deadline is adhered to (where applicable)
 - Record of received bids (form 11)

Section 33(f) and Section 74 PPDA Act, Cap. 205)

05



Procurement & Disposal Unit

- Opening of bids
- Bid submission method (**One stage two envelope/Two stage single envelope**)
 - Record of bid opening (form 12)
 - Opening date and time
 - Venue for bid opening
 - Type of opening
 - Contracts Committee or User Department representation

Regulation 75 of the PPDA Act (Rules and Methods)