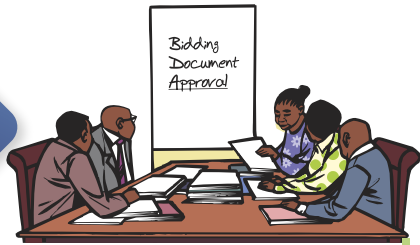


1



**APPROVALS BY CONTRACTS COMMITTEE**

**CONTRACTS COMMITTEE APPROVES THE:**

- PROCUREMENT AND DISPOSAL METHOD
- BIDDING DOCUMENTS / ANY ADDENDA
- EVALUATION COMMITTEE

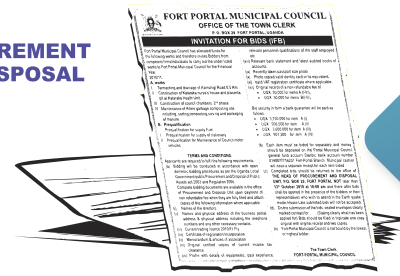
- SHORT LIST OF BIDDERS
- NOTICE OF EXPRESSION OF INTEREST

**INVITATION TO BID**

- OPEN BIDDING THROUGH THE NEWSPAPERS, WEB SITE, NOTICE BOARD
- SHORT LIST BIDDERS

(Section 31 (j) PPDU & AO PPDA Act 2003)

**PROCUREMENT  
AND DISPOSAL  
UNIT**



2

3

**PROCUREMENT  
AND DISPOSAL  
UNIT**



**ISSUE AND SALE OF BIDDING DOCUMENT**

- RECORD OF ISSUED DOCUMENTS

(Section 31(n) PPDA Act 2003)

**RECEIPT OF BIDS**

- RECORD OF RECEIVED BIDS
- ENSURE DEADLINE IS ADHERED TO
- RECEIPT OF SAMPLES WHERE APPLICABLE

(Section 32 (f) and Section 69 PPDA Act 2003)

**PROCUREMENT  
AND DISPOSAL  
UNIT**



4

5

**PROCUREMENT  
AND DISPOSAL  
UNIT**



**OPENING OF BIDS**

- BID SUBMISSION METHOD (One stage two envelope/ Two stage single envelope)
- CLOSING DATE AND TIME OF RECEIVING BIDS
- OPENING TIME AND VENUE
- REPLACEMENT AND / OR WITHDRAW OF BIDS
- RECORD OF RECEIPT OF BIDS
- CONTRACTS COMMITTEE OR USER DEPARTMENT REPRESENTATION (Sections 64, 67, 68 69 PPDA Act 2003)