

01



Filling the requisition form

User Department

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

02



Market Assessment

Accounting Officer

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

03

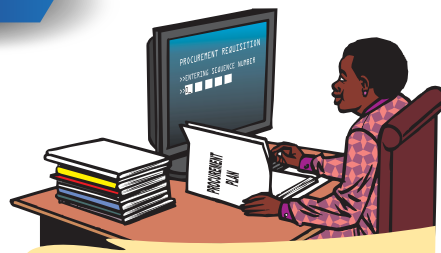


Approval by authorised officer

User Department

The procurement is in the approved budget.

04



Registering the procurement requisition

Procurement and Disposal Unit

- Confirm requirement is in the procurement plan
- PDU assigns sequence number
- Procurement is accorded a procurement reference number

05



Confirmation of availability of funding

Accounting Officer

- 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

06



Preparation of bidding documents

Procurement and Disposal Unit

- The Procurement and Disposal Unit;
- Assigns sequence number
 - Recommends the procurement method
 - Prepares the bidding documents

NOTE: Procurement should be initiated in time to avoid delays in the procurement process.