PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS AUTHORITY
"Regulating for Results"

ROLES AND RESPONSIBILITIES IN THE PROCUREMENT CYCLE

PPDA/01

01
Procurement Plan and Budget
Section 60 (1)&(2) PPDA Act, Cap.205

02
Certifying of Market Prices
Section 28(1)(g) PPDA Act, Cap. 205

03
Procurement Requisitions
Filled with clear Specs/ TOR/SOW
Section 36(1)(b) PPDA Act, Cap. 205

04
Confirmation of Availability of Funds
Section 28 (1)(f) PPDA Act, Cap. 205

05
Review and Preparation of Bidding Documents and shortlist of providers (where applicable)
Section 33 (h)&(i) PPDA Act Cap. 205

06
Approval of Procurement, bidding documents and Evaluation Committee
Section 30(b) & 31(1) PPDA Act, Cap. 205

07
Issue bidding documents
Section 33(j) PPDA Act, Cap. 205

08
Receipt and Opening of Bids
Section 74 PPDA Act, Cap. 205

09
Evaluation of Bids
Section 39 PPDA Act, Cap. 205

10
Reassesment of market price where the BEB's price is higher than the price assesed at the commencement of the procurement.

11
Contracts Committee makes the award decision
Section 31 (1)(c) PPDA Act, Cap. 205

12
Administrative Review (where applicable)

Accounting Officer (10 working days)
Section 106 (7) PPDA Act, Cap. 205

PPDA Tribunal (15 working days)
Section 115 (4) PPDA Act, Cap. 205

13
Determination that BEB price does not exceed price determination at commencement of procurement process

Sign Contract

14
Contract Management
- Delivery
- Payment

Contract Monitoring
- Providers Appraisal

- User Department
- Procurement & Disposal Unit
- Accounting Officer
- Contracts Comittee
- Boards/Councils
- Evaluation Comittee(ADHOC)
- PPDA Tribunal

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

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