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

THE DISPOSAL CYCLE

PPDA/07

01 Accounting officer to institute a Board of Survey
- Identification of disposal items
- Determination of reserve

Section 28(1)(h) PPDA Act, Cap. 205 & Regulation 2 of the PPDA (Disposal of Public Assets Regulations), 2023

02 Preparation of Disposal plan

Approval of Disposal plan

03 User Dept. Initiates Disposal process
- Preparation of Statement requirements

Regulation 3 PPDA (Disposal of Public Assets) Regulations, 2023

04 PDU recommends the appropriate method.

Section 33(g) PPDA Act, Cap. 205

05 PDU prepares Bidding Documents
- Specifications/TOR

06 Contracts Committee approves Disposal method, bidding documents & Evaluation Committee

07 PDU advertises & invites bids

08 PDU receives & opens bids

09 Evaluation of bids

10 Contracts Committee
- Reviews Evaluation
- Reports
- Awards Contract

11 Accounting Officer carries out Admin. Review (where applicable)

12 Sign contract

13 Contract Management
- Provider pays Entity
- Entity hands over Asset(s)

2a) Accounting Officer seeks approval from the Minister of Finance to Dispose Strategic Assets

Regulation 4(1) PPDA (Disposal of Public Assets 2023)

3a) Contracts Committee Approves Other Methods
- Transfer to another PDE
- Direct Negotiations
- Destruction
- Conversion to another firm
- Trade In
- Donation

Public Auction

4a) Conversion to another form
- Sale to public officers

Applies to Disposal by any of the methods
Applies to Disposal by public bidding & sales to public affairs
User Department
Procurement & Disposal Unit
Accounting Officer
Contracts Committee
Boards/Councils
MoFPED
Evaluation Committee

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

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