Central Procurement Board

My Ref: ADM/CPB/CIRW/1/17

Circular No. 1 of 2017

From: Chief Executive, Central Procurement Board
To: Supervising Officers in charge of Ministries/Departments and Chief Executive Officers of Public Bodies

Issue of Clarifications and Addenda

Certain Public Bodies have been issuing Addenda to bidding documents in respect of major contracts without the prior approval of the Central Procurement Board (CPB). In some cases this has resulted in significant change in the substance of the bidding document initially vetted by the CPB.

2. As per provisions of the Public Procurement Act, the bidding documents in respect of major contracts are vetted and cleared by the CPB prior to launching of bids. Consequently all clarifications and addenda in respect of major contracts must receive the prior written approval of CPB before their issue.

3. Queries from bidders are to be dealt with through clarifications as long as same do not imply any change in the substance of the bidding document. However, any amendment to be brought to the bidding document, be it following a request for clarification or not, must be dealt with through an addendum. Both clarifications and addenda, in the case of major contracts, must be vetted and cleared by the CPB prior to their issue.

4. In order to ensure transparency and fairness in the procurement process, the issuing of addenda must provide for ample time for bidders to react accordingly. It follows that the submission of addenda by Public Bodies for vetting at the CPB must be scheduled with due consideration to the above mentioned points.

Central Procurement Board
14 July 2017