Circular No. 2 of 2012

From: Chairman, Central Procurement Board
To: Heads of Public Bodies

Procurement Plan and Pre-vetting Help Desk

In pursuit of its continuous efforts to assist Public Bodies in ensuring the timely implementation of projects, the Central Procurement Board (CPB) proposes the adoption of a Procurement Plan in respect of each procurement undertaken through the Board.

2. The Procurement Plan, a template of which is attached, depicts an estimated life cycle of the procurement from vetting up to award stage, and is intended to help in exercising discipline on the part of all parties concerned so as to ensure that award is made within an agreed timeframe.

3. In that context, Heads of Public Bodies are requested to ensure that a Procurement Plan in the given format accompanies any bidding document submitted for vetting.

4. The Procurement Plan will be discussed and agreed upon with representatives of the Public Body concerned when finalizing the bidding document. It will then rest on the Public Body and the CPB to ensure that the Plan is strictly adhered to.

The Procurement Plan can be downloaded from the website of the CPB (http://cpb.gov.mu).

5. Furthermore, the Board, is very much concerned with the quality of some draft bidding documents submitted by Public Bodies for vetting, which results in undue delays at the vetting stage.

6. In a bid to contain these delays, the CPB has decided to set up a Help Desk to provide guidance to Public Bodies in the preparation of bidding documents.

7. The CPB therefore recommends Public Bodies in need of assistance to contact Mr. D. Mannick or Mrs. R.D. Chettiar by phone (tel. no. 465-9300 or 465-9833) or by email (helpdesk@cpb.mu) before embarking on the preparation of a Bidding Document.

8. You are kindly requested to bring the content of this Circular to all officers concerned.