15 February 2010

Ref.  ADM/CPB/CIRCU/12/08

From:  Chairman, Central Procurement Board

To:      All Supervising Officers in Charge of Ministries/Departments and
          Chief Executive Officers of Public Bodies

CPB Circular No 1 of 2010

Vetting of bidding documents at Central Procurement Board

1.   It has been noticed by the Central Procurement Board that many Public Bodies are forwarding highly incomplete and inappropriate bidding documents at the vetting stage. This situation not only leads to a lot of delays in the procurement process as projects take a long time to get finalized and at the same time hinders the progress of on-going projects at the Central Procurement Board.

2.   Two examples of projects, actually being vetted at CPB, are given below to illustrate the above situation:

   Example A:  Public Body X

   17/04/09   -  Bidding documents received from Public Body for vetting
   22/04/09   -  Meetings held with the Public Body for corrections and amended bidding documents awaited from Public Body
   25/05/09   -  1st Reminder sent to Public Body by CPB to forward amended bidding documents
   04/06/09   -  2nd Reminder sent to Public Body by CPB to forward amended bidding documents
   08/07/09   -  3rd Reminder sent to Public Body by CPB to forward amended bidding documents
   25/09/09   -  Revised bidding documents submitted and Public Body has not complied to all the amendments, and further amendments required
   02/10/09   -  Meeting held with Public Body for further corrections
4/11/09 - Reminder sent to Public Body to forward the amended bidding documents

30/11/09 - Revised bidding documents submitted and still further amendments required

8/12/09 - Meeting held with Public Body for further corrections and revised bidding documents awaited.

18/12/09 - Revised bidding documents submitted and documents are in order and Public Body now informs CPB that the documents cannot be released for press notice as they have not yet obtained wayleaves for this project.

26/01/10 - Reminder sent to Public Body

Example B: Public Body Z

21/08/09 - File received from Public Body for vetting

07/09/09 - Meeting held with Public Body for corrections and amended bidding documents awaited from Public Body

22/09/09 - 1st Reminder sent to Public Body by CPB to forward amended bidding documents

5/10/09 - 2nd Reminder sent to Public Body by CPB to forward amended bidding documents

26/10/09 - 3rd Reminder sent to Public Body by CPB to forward amended bidding documents

7/01/10 - Revised bidding documents received and further amendments required

27/01/10 - Meeting held with Public Body for further corrections

29/01/10 - Revised bidding documents received and are under examination

Example A given above, if finalized in the very near future, would easily take one year i.e. 360 days for vetting, press notice and evaluation and the project would be greatly delayed. The statistics would be erroneous in showing a distorted picture that the CPB has taken 360 days to finalise this project and is solely responsible for all the delays when in fact the whole problem lies with the public body in submitting highly deficient bidding documents and in effecting the amendments in a piecemeal and irresponsible manner.
3. Vetting of bidding documents at CPB should be considered as a pre-final stage before press notice. The bidding documents forwarded by the Public Body must at least be 95% complete in order for CPB to convey its approval in a minimum time.

4. Public Bodies will now be requested from receipt of this circular to:

(a) **fill, sign and submit a checklist** as given in Annex I while forwarding the bidding documents to CPB. Incomplete bidding documents will be returned to the Public Body concerned; and

(b) **forward within a week** necessary amendments required to bidding documents conveyed to the Public Body by CPB. In case of non-compliance with the one week period, a reminder will be sent to the Public Body and after a total of two weeks, the matter would be reported to the Secretary to Cabinet and Head of the Civil Service and copied to the Technical Adviser Prime Minister’s Office, the Financial Secretary and the Director, Procurement Policy Office if these documents have not been duly amended and returned to CPB.

5. Thanking you for your co-operation.

Central Procurement Board
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