CENTRAL PROCUREMENT BOARD

Ref: ADM/CPB/CIRCU/12/08

From: Chairman, Central Procurement Officer
To: All Supervising Officers in Charge of Ministries/Departments and Chief Executive Officers of all Public Bodies

CPB Circular 2/2008 – Section 12(e) of the Public Procurement Act

1. Detailed estimated cost inclusive of VAT for each project must be submitted to CPB at vetting stage. The detailed estimated cost must be an updated one and should be relevant to the closing date for deposit of bids for the project. No approval for the launching of tenders will be given if an updated detailed estimated cost has not been submitted with the project.

2. No approval for launching will be given if drawings have not been submitted with the bidding documents in case drawings are required.

3. The name of the Schedule Officer/Engineer/Project Engineer from the Public Body who has worked on the project must be submitted at vetting stage. This would facilitate better liaison between CPB and the Public Body.

4. CPB in consultation with Public Bodies and PPO is harmonizing bidding documents to reduce vetting time. Other tools will be used to reduce vetting time in the near future, e.g. electronic vetting.

5. Technical specifications for equipment must be written in such a way so as to bring more flexibility in order to enhance competitive bidding in the procurement process. Three simple examples are given below:
   (a) Instead of writing down the length of the boat as 59500 mm, we could write 60000 mm ± 5%;
   (b) Instead of writing down the colour of the blinds being blue, we could write preferably blue;
   (c) Instead of writing down the engine capacity of the van being 2900 cc, we could write 2700 to 3000 cc.

6. Request for postponement of closing date with full justifications must be made well in advance, at least two weeks before the closing date. Please refer to CPB Circular 1/2008.

7. Addenda
   (a) Any addendum proposed to be issued by the Public Body must receive the prior written approval of CPB. Replies to queries or clarifications which do not entail any change in the technical specifications or a change in the Bill of Quantities or a change in the contract conditions should be forwarded to CPB for information. Otherwise, prior written approval of CPB must be obtained with full justifications.
(b) An addendum must be sent well in advance to the prospective bidders, at least two weeks in advance of the closing date or as specified in the bidding documents and definitely not on the eve of the closing date. An addendum sent too close to the closing date could favour certain bidders more than others and will not show fairness and transparency in the system. 

(c) Too many addenda give a clear indication that the project has not been well prepared and this may lead to a temporary stoppage of the project by CPB as continual postponement of the closing date is not acceptable to CPB and the bidders concerned.

8. Too many variations during implementation show that the project has not been well prepared. These variations will not be easily entertained by CPB and prior written approval must be obtained before execution of same.

9. CPB advises Public Bodies to include a maintenance contract in the bidding documents for specialised and hi-tech equipment. The duration would normally be 3 to 5 years after warranty period.

10. A reference date must be included in the bidding documents for rate of exchange to adjust for fluctuations, if applicable.

11. Maximum release of officers from Public Bodies (Technical Officers, Administrative Staff, Engineers, Accountants, etc…) to act as evaluators with CPB would be much appreciated. We therefore request the maximum possible number of officers from each Public Body to fill the evaluators’ forms available at CPB.

12. It is the responsibility of the Public Body to extend bid validity once approval of award has been given by CPB.

13. CPB reiterates its appeal that each institution engage in good procurement planning and adequately plan each step of procurement in order to meet their target time. Special attention has to be given to services contracts including operation and maintenance contracts and other similar projects which by their very nature require continuous management without any interruption. Extension of these types of contracts will not be easily entertained by CPB.

Central Procurement Board
Social Security House
Julius Nyerere Avenue
Rose Hill
17 November 2008