CIRCULAR NO. 3 OF 2012

From: Chairman, Central Procurement Board

To: Heads of Public Bodies

Vetting of Bidding Documents

It has been noted that draft bidding documents submitted to the Central Procurement Board by certain Public Bodies for vetting are not prepared with due diligence. Some standard clauses in the "Instruction to Bidders" and "General Conditions of Contracts" are either modified or are simply omitted. In many cases the latest version of the Standard Bidding Documents is not used.

2. The Central Procurement Board wishes to bring to the attention of Public Bodies that it is their responsibility to ensure that no change is made to the standard clauses and the standard forms in bidding documents. The Central Procurement Board will vet only the customized parts of a bidding document, such as Bid Data Sheet, Special Conditions of Contracts, Bill of Quantities and specifications, and will not be responsible for any omission or any amendment made to the standard clauses and forms.

3. In projects where the services of Consultants are enlisted, the onus remains on the Public Body concerned to ascertain the completeness of bidding documents, especially with regards to standard clauses and forms.

4. Heads of Public Bodies are therefore requested to ensure that any bidding document submitted for vetting has been duly verified to ensure that the standard clauses/forms have not been amended/deleted/omitted.

Central Procurement Board