

# **CENTRAL PROCUREMENT BOARD**

**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 1/2008 - 12(e) of the Public Procurement Act 2006**

The Central Procurement Board came into existence on the proclamation of the Public Procurement Act 2006 on the **17<sup>th</sup> of January 2008**.

Although it is barely three months old, it has noted a number of factors which causes delays in the vetting of bidding documents and notices and award of major contracts which sent to the Central Procurement Board for consideration and approval.

Those delays in turn have adverse effects on the starting date of the projects, thereby causing prejudice to all those concerned and the population at large.

The Central Procurement Board has therefore decided to bring to your attention those factors so as to enable your Ministry/institution to take appropriate corrective measures and also to ensure that contracts/bidding documents/notices/approvals are forwarded to the CPB well in advance of the forecasted implementation time.

For vetting of documents/bids several amendments need to be carried out with respect to:

- The conditions of contract
- The evaluation criteria
- The technical details
- The Bill of quantities

For award of contracts:

- Requests are sent too late and too near the time that the institution desires to start the project
- Estimated costs of projects are not updated ones
- Requests to send addenda to potential bidders are made on the eve of the closing date
- Requests for postponement of the closing date are made on the eve of the closing date.

Kindly note that the Central Procurement Board has to approve the award of major contracts of **22 Ministries and nearly all parastatal bodies (170 Nos)**. Except for cases that require immediate attention, requests are therefore processed on a first come first serve basis and this in fairness to all those concerned.

Estimated costs of projects should be updated with respect to the closing date and requests for sending addenda or postponement of the closing date must be made at least two weeks before the closing date.

The Central Procurement Board hereby brings to your attention that from the opening of tenders up to award of a contract, it may take from two to four months, the vetting of bidding documents from one to three months depending on the complexity of the project and the volume of requests during that relevant period. Additionally allowances from one to three months has to be made for advertisement.

Bearing the above time periods in mind, it is therefore of paramount importance that each institution engage in good procurement planning and plan each step of procurement in order to meet their target time. Special attention has to be given to operation and maintenance contracts and other similar projects which by their very nature require continuous management without any interruption.

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16 April 2008