

Guidelines for

Procurement of Goods or Services direct from Manufacturers, Service Providers or Authorised Dealers

October, 2023

**Public Procurement Regulatory Authority
P. O. Box 2865, DODOMA.**

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Guidelines for Procurement of Goods or Services Direct from Manufacturers, Service Providers or Authorised Dealers

	PART I: INTRODUCTION
1. Background	1.1. The Guidelines aims at guiding Procuring Entities when conducting procurement direct from manufacturers, service providers or authorised dealers so as to achieve Value for Money in public procurement.
	1.2. Pursuant to Section 65A (1) of Public Procurement Act Cap 410 R.E 2022, a PE shall, for the purpose of obtaining value for money in terms of price, quality and delivery, procure goods or services directly from a manufacturer, service provider or authorised dealer or service provider.
	1.3. Section 106 of the Public Procurement Act Cap 410 has mandated the Authority to issue guidelines from time to time for the better carrying out of its objectives or any functions under the Act.
	1.4. Procurement direct from a manufacturer, service provider or authorised dealer refers to the process of buying goods or services directly from the source of production or its authorised dealers. In order for Procuring Entities (PEs) to save costs, negotiate better prices, and ensure quality control, it necessitated the introduction of procurement approach direct from manufacturer, service provider or authorised dealer.
	1.5. When considering procurement direct from manufacturers, dealers or service providers, procuring entities should; <ul style="list-style-type: none"> i) Assess the quality of their products or services; ii) Negotiate favorable terms and conditions; and iii) Consider factors such as logistics, lead times, contract securities, warranties, and payment terms and after sales services to ensure a smooth and efficient procurement process.
	1.6. These Guidelines allow for procurement direct from manufacturers, service providers or authorised dealers, if the procurement approach is more advantageous for the PE to procure: <ul style="list-style-type: none"> (a) bulk quantities of goods; and (b) Specialised products or services where the number

	<p>of suppliers or service providers are limited.</p> <p>1.7. Goods to be procured from manufacturers, dealers or service providers should be bundled into bulk requirement, so as to take full advantage of the benefits offered by combining expected purchases into larger packages.</p> <p>1.8. These Guidelines provide details on the procedures for procurement of goods and services direct from manufacturers, service providers or authorised dealers in order to ensure successful and smooth process when PEs wants to apply such procurement approach.</p>
PART II: PRELIMINARY	
2. Short Title	2.1 These Guidelines shall be cited as the Guidelines for Procurement of Goods or Services Direct from Manufacturers, Service Providers or Authorised Dealers.
3. Purpose of the Guideline	3.1 The purpose of these Guidelines is to provide guidance to Procuring Entities when procuring goods or services directly from manufacturers, service providers or authorised dealers in order to ensure that they obtain the best value for money, promote transparency, fairness, and competition in the procurement process.
4. Application of the Guidelines	<p>4.1 These Guidelines shall be applied by PEs as an approach to enhance efficiency when procuring goods and services direct from manufacturer, service providers or authorised dealers.</p> <p>4.2 All PEs conducting procurement direct from manufacturer, service providers or authorised dealers shall abide with these Guidelines. Non-compliance during its execution will not be condoned/excused and therefore, will be subjected to measures provided for under the procurement laws and other relevant laws of Tanzania.</p> <p>4.3 Where the interpretation of any provision of these Guidelines conveys a meaning contrary to Public Procurement Act, Cap 410 and its Regulations, the provisions of such Act and Regulation shall prevail and its interpretation shall be final and conclusive.</p>
5. Definitions	<p>5.1 In these Guidelines, unless the context requires Otherwise:</p> <p>“Authority” means “the Public Procurement Regulatory</p>

	<p>Authority;</p> <p>“Act” means Public Procurement Act;</p> <p>“Authorised Dealer” means dealer or Agent that is allowed to sell manufacturer’s products, equipment and/or provide services whose Tender to perform the contract has been accepted by the purchaser and is named as such in a contract;</p> <p>“First line dealer”, also known as a primary dealer, is the first point of contact between the manufacturer and the customer. They purchase products directly from the manufacturer and sell them to end-users or to second line dealers. First line dealers are responsible for managing inventory, providing customer support, and maintaining relationships with the manufacturer;</p> <p>“Goods” means raw materials, products, equipment and other physical objects of every kind and description, whether in solid, liquid or gaseous form, electricity, intangible asset and intellectual property, as well as services incidental to the supply of the goods provided that the value of the services does not exceed the value of the goods themselves;</p> <p>“Government” means the Government of United Republic of Tanzania;</p> <p>“Manufacturer” means the individual private or government entity or combination of the above and the original producer of goods or equipment whose tender to perform the contract has been accepted by the purchaser and is named as such in the Contract;</p> <p>“Procurement” means buying, purchasing, renting, leasing or otherwise acquiring any goods, works or services by a procuring entity and includes all functions that pertain to the obtaining of any goods, works or services, including description of requirements, selection and invitation of tenderers, preparation, award and management of contracts;</p> <p>“Performance Securing Declaration” means a security by way of declaration provided by the successful tenderer to the</p>
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procuring entity with the aim of guaranteeing faithful performance of contractual obligations, whose violation resulting from the tenderer's failure to complete its obligations or breach of contractual terms under the contract shall be subjected to debarment procedures by the Authority as provided for under Section 62 of Public Procurement Act, 2011;

“Service provider” means the original Manufacturer providing after sale services or authorised dealers of Manufacturers providing after sale services or the only service provider providing specialized services including its first line authorised dealers;

“Public funds” means monetary resources appropriated to procuring entities through budgetary processes, including the Consolidated Fund, grants, loans and credits put at the disposal of the procuring entities by local or foreign donors and revenues generated by the procuring entities;

“Public officer” or “officer” means-

- (a) Any person holding or acting in an office of emolument in the public service;
- (b) A person holding or acting in the office of a Minister in the Government;
- (c) An employee of anybody corporate referred to in the definition of public body or public authority; or
- (d) A person who has been a public officer;

“Regulations” means the Public Procurement Regulations, 2013 as amended;

“Second line dealer”, also known as a secondary dealer or distributor, purchases products from the first line dealer and sells them to other dealers, retailers, or end-users. Second line dealers can also provide value-added services such as installation, repair, and maintenance;

“Services” means both consultancy and non-consultancy

services;

“Specification” means a description of any commodity or works by reference to its nature, quality, strength, purity, composition, quantity, dimensions, weight, grade, durability, origin, age or other characteristics or to any substance or material of, or with which, or the manner in which, any commodity or works may be manufactured, produced, processed, treated, built or installed;

“Successful tender” means a tender evaluated and selected by the procuring entity as-

- (a) offering the lowest evaluated cost and has the capacity and capability to execute the contract, in case the method of procurement used was competitive tendering;
- (b) being the most responsive to the needs of the procuring entity where procurement used was competitive quotations, single source procurement, competitive selection or where goods or services of minor value were procured; or the highest evaluated price;

“Supplier” means company, corporation, organization, partnership or individual person supplying goods or services, hiring equipment or providing transport services and who is, according to the contract, a potential party or the party to a procurement contract with the procuring entity;

“Sustainable Public Procurement” means a process whereby organisations meet their need for goods, services and utilities in a way that achieves value for money on a whole-life basis in terms of generating benefits not only to the organisation, but also to society and the economy, while minimizing damage to the environment;

“Tender” means an offer, proposal or quotation made by a supplier, contractor or consultant in response to a request by a procuring entity;

“Tender Securing Declaration” means a security by way of

	<p>declaration provided by a manufacturer, service provider or authorised dealers under these Guidelines;</p> <p>“Third line dealer”, also known as a tertiary dealer, is the final point of contact in the supply chain before the product reaches the end-user. They purchase products from second line dealers or distributors and sell them to retailers or end-users. Third line dealers can also provide support services such as installation, training, and technical support;</p> <p>“Tender document” means a written or electronic document or request for proposal inviting tenderers to participate in procuring or disposal by tender proceeding and includes document inviting potential tenderer for pre-qualification;</p> <p>“Tenderer” means any natural or legal person or group of such persons participating or intending to participate in procurement proceeding with a view to submitting a tender in order to conclude a contract and includes a supplier, contractor service provider or asset buyer; and</p> <p>“Value for money” means the maximum benefit from goods or services procured with the resources available worth the cost incurred.</p>
PART III: GENERAL PRINCIPLES	
<p>6. Basic Principles of Public Procurement</p>	<p>6.1 Public Procurement Act Cap 410 and its Regulations provide the legal framework for public procurement. The Act and Regulations outline the rules and procedures that must be followed by public entities when procuring goods, works, and services;</p> <p>6.2 Procuring entities are required to follow procurement procedures when procuring goods or services, including invitation to tender, receiving and evaluating bids, obtaining necessary approvals and awarding the contract to the successful manufacturer, service provider; or authorised dealer;</p> <p>6.3 The Act and Regulations also require that public entities ensure that the goods procured meet the required quality standards.</p>

	<p>6.4 Overall, procuring goods or services directly from manufacturers, service providers or authorised dealers can be a cost-effective and efficient way to obtain quality goods and services. These principles will help in ensuring a successful procurement process.</p>
<p>7. Registration of Manufacturers, service providers or authorised dealers in the National Electronic Procurement System</p>	<p>7.1 In order to participate in the procurement processes, both foreign and local Manufacturers, service providers or authorised dealers with necessary eligibility requirements as per their registration categories shall do self-registration in the National Electronic Procurement System by providing necessary information as required by the system.</p> <p>7.2 In registering in the National Electronic Procurement System, a Manufacturer, service provider or authorised dealer shall indicate in the system his business category ie. whether he is manufacturer or an authorised dealer or service provider who provides after sale services or specialized services and shall provide relevant evidences to support his registration category.</p> <p>7.3 During registration in the National electronic Procurement system Manufacturers, service providers or authorised dealers shall pay registration fee at the rate provided by the Public Procurement Regulations.</p> <p>7.4 A Manufacturer, service provider or authorised dealer who in exceptional circumstances is not willing to do self-registration in the National Electronic Procurement System, the registration may be done by the procuring entity which intends to obtain goods or services from the respective manufacturer, service provider or authorised dealer.</p> <p>7.5 When the procuring entity is registering a manufacturer, service provider or authorised dealer in the National Electronic Procurement System, necessary information to be inserted in the system includes: -</p> <p style="padding-left: 40px;">(a) Name of the manufacturer, service provider or authorised dealer;</p>

	<p>(b) Address of the manufacturer, service provider or authorised dealer as can be obtained from its website or from any other source;</p> <p>(c) Email address of the manufacturer, service provider or authorised dealer;</p> <p>(d) Country of the manufacturer, service provider or authorised dealer; and</p> <p>(e) Line of business as per information obtained from its website or from any other source</p> <p>(f) Notwithstanding the requirements of clause 7.3, in case a procuring entity is registering in the National Electronic Procurement System a manufacturer, service provider or authorised dealer, the procuring entity shall not be liable to payment of the registration fee.</p>
PART IV: PROCUREMENT PROCEDURES	
<p>8. Preliminary Issues</p>	<p>8.1 When procuring goods or services directly from manufacturers, dealers or service providers there are several issues to be considered by PEs that can ensure a successful outcome:</p> <ul style="list-style-type: none"> i) Identify goods or services to be procured directly from the Manufacturers, service providers or authorised dealers during preparation of Annual Procurement Planning; ii) Prior to procurement, ensure that goods or services to be procured comply with established and approved standards except where such standards are not available; iii) The need for after sales services and the entire product life cycle is considered when procuring products or services and warranties are provided; iv) Identify the manufacturers by conducting market analysis so as to identify potential manufacturers, dealers or service providers that produce or provide the goods or service required; v) Identify and manage risks such as supply chain disruptions (i.e. uncertain lead-time, extreme weather and political uncertainty) and other risks such as quality issues, or unexpected costs; vi) Evaluate performance to ensure that, the

	<p>procurement process is successful and that the quality of the goods or services is maintained over time;</p> <ul style="list-style-type: none"> vii) Develop a relationship by establishing a regular communication channel and having a clear point of contact can help foster a good relationship; viii) Ensure that manufacturers, dealers or service providers, comply with all relevant regulations and standards, such as safety, environmental, and labour standards; ix) Transfer of technology (for plants and equipment); and x) Consideration for Industrial localization
<p>9. Procurement from authorised dealers</p>	<p>9.1 In procuring goods or services from authorised dealers, the procuring entity may state in the tendering documents the category of the authorised dealer required.</p> <p>9.2 The tendering documents may indicate whether dealers allowed to participate in the tender process are first line dealer, second line dealer, third line dealer etc.</p>
<p>10. Procurement Methods</p>	<p>10.1 When procuring goods and services direct from manufacturer, service provider or authorised dealer, PEs shall use alternative methods of procurements such as Restricted Tendering or Single Source Methods.</p> <p>10.2 Under restricted tendering, where more than one manufacturer, Service provider or authorised dealer is available, the procuring entity shall invite tenders or quotations from each manufacturer, service provider or authorised dealer or if they are many, tenders or quotations shall be invited from at least three manufacturers, service providers or authorised dealers.</p> <p>10.3 If there is only one manufacturer, service provider or authorised dealer in the market for the goods and services to be procured, or there is any other ground as provided in Regulation 159 (1) of GN. No. 446 of 2013, the procuring entity shall use single source method of procurement and justifications on the method of procurement used shall be indicated in the procurement records.</p>

	<p>10.4 The PEs shall ensure that all conditions and procedures pertaining to the choice of the above methods of procurement are adhered as prescribed under the Public Procurement Regulations of 2013 (as amended).</p>
<p>11. Procurement from unregistered manufacturer, service provider or authorised dealer</p>	<p>11.1 In case there is a need to procure goods or services from a local or foreign manufacturer, service provider or authorised dealer who do not want to be register in the National Electronic Procurement System, the procuring entity through the National Electronic Procurement System will be able to send an email requesting the respective manufacturer, service provider or authorised dealer to fill the tendering documents and their response will be received through the National Electronic Procurement System.</p> <p>11.2 Manufacturers, service providers or authorised dealers who are registered in the National Electronic Procurement System by the procuring entity but are not willing to use the system, the procuring entity through the System will be able to send an email requesting the respective manufacturer, service provider or authorised dealer to fill the tendering documents and their response will be received through the National Electronic Procurement System.</p> <p>11.3 After receiving the response from the manufacturer, service provider or authorised dealer, the procuring entity shall proceed with the normal procurement process including, evaluating the submitted offer, obtaining necessary approvals, negotiations, if necessary, post qualifications where applicable and awarding of contract.</p> <p>11.4 A manufacturer, service provider or authorised dealer who is submitting an offer in response to an email sent to him by the procuring entity shall not be subjected to payment of the tender participation fee.</p>
<p>12. Due diligence</p>	<p>12.1 Procuring entities may conduct due diligence to Manufacturers, service providers or authorised dealers.</p> <p>12.2 Due diligence for foreign Manufacturers, service providers or authorised dealers shall be conducted by Tanzania Diplomatic Missions Abroad or experts from respective</p>

	procuring entity.
13.Negotiation	<p>13.1 PEs may be required to negotiate with Manufacturer, Service Provider or authorised dealer on different aspects such as transfer of technology, intellectual property, specifications, price, payment arrangements, amendment of Terms and Conditions of the contract, modality and period of delivery, after sales services and any other areas as parties to the contract may deem it necessary.</p> <p>13.2 PE shall invite manufacturers, service providers or authorised dealers using standard tendering documents.</p> <p>13.3 Where the terms and conditions provided by the manufacturer, service provider or authorised dealer differ with those provided by the PE, such PE may seek legal guidance of the Office of the Attorney General and or of the Authority.</p>
13 Tender security	<p>14.1 Procuring entities shall determine the type of tender security to be submitted by manufacturers, service providers or authorised dealers.</p> <p>14.2 All tenders shall be accompanied by a tender security or a tender securing declaration in the format provided in the Tendering Document.</p> <p>14.3 Tender Security shall be in the form of Bank Guarantee issued by a reputable Bank, Insurance Bond issued by a reputable insurance company or a tender securing declaration.</p> <p>14.4 Tender Securing Declaration shall be submitted in a format prescribed in the Standard Tender Documents (STDs);</p> <p>14.5 Procuring entities shall ensure that submitted tender securities are verified of its authenticity and validity.</p> <p>14.6 For the purposes of these Guidelines, confirmation to ascertain whether a bank is reputable shall be done by the Bank of Tanzania</p>
15 Performance	15.1 Procuring entities shall determine the type of

<p>Security</p>	<p>performance security to be submitted by manufacturers, service providers or authorised dealers.</p> <p>15.2 The Performance Security shall be in any of the following forms:</p> <ul style="list-style-type: none"> (a) Irrevocable letter of credit issued by a reputable commercial bank or in the case of an irrevocable letter of credit issued by a foreign bank, the letter shall be confirmed or authenticated by a reputable local bank; (b) Bank Guarantee confirmed by a reputable local bank or, in the case of a successful foreign Tenderer, bonded by a foreign bank; (c) Surety Bond issued by any reputable surety or Insurance company; or (d) Performance securing declaration. <p>15.3 Performance Securing Declaration shall be submitted in a format prescribed in the Standard Tender Documents (STDs);</p> <p>15.4 Procuring entities shall ensure that submitted performance securities are verified of its authenticity and validity.</p>
<p>16 Advance payments</p>	<p>16.1 If so required and stated in the Procurement Contract and after signing of the contract, the manufacturer, service provider or authorised dealers shall submit to the Procuring Entity a request for advance payments in the format provided in the tendering documents.</p> <p>16.2 The Advance Payment amount shall not be above that which is prescribed in the Contract.</p> <p>16.3 Advance payment shall only be granted by the Procuring Entity upon receipt of Advance Payment Bank Guarantee from a reputable bank.</p>
<p>17 Payments</p>	<p>17.1 Modalities of payments under direct from Manufacturer, service provider or authorised dealer shall depend upon</p>

	<p>negotiation and agreed Terms and Conditions of the contract.</p> <p>17.2 Payment shall not be made to a Manufacturer, service provider or authorised dealer under a contract for services or supplies without receipt of the deliverables specified in the contract.</p> <p>17.3 Upfront payment to foreign manufacturers, service providers or authorised dealers of any percentage of the contract price shall be made by the procuring entity through a letter of credit as a default method of payment or upon receipt by the procuring entity of one of the following documents:</p> <ul style="list-style-type: none"> (a) Commitment letter from the Embassy in Tanzania of the country of the foreign Manufacturer, service provider or authorised dealer; or (b) Bank Guarantee from a reputable bank or (c) Insurance Bonds from a reputable insurer <p>17.4 Upfront payment to local manufacturers, service providers or authorised dealers of any percentage of the contract price shall be made by the procuring entity through a letter of credit as a default method of payment or upon receipt by the procuring entity of one of the following documents:</p> <ul style="list-style-type: none"> (a) Bank Guarantee from a reputable bank or (b) Insurance Bonds from a reputable insurer; <p>17.5 More information on payment methods and conditions are specified on the STDs for procurement of goods or services directly from Manufacturers, dealer or service providers.</p>
<p>18 Shortlist of Manufacturers, service providers or authorised dealers</p>	<p>18.1 Procuring entities may prepare a shortlist of Manufacturers, service providers or authorised dealer using the procedures provided in the Public Procurement Regulations.</p>

	<p>18.2 Procuring entities may enter into open or closed framework contracts with shortlisted manufacturers, service providers or authorised dealer for supply of goods or services.</p> <p>18.3 Procuring entities shall make use of existing framework contracts with manufacturers, service providers or authorised dealers wherever appropriate to provide an efficient, cost effective and flexible means to procure goods and services that are required repeatedly or continuously over a set period of time.</p>
<p>PART V: PROCUREMENT OF SECTOR SPECIFIC GOODS AND SERVICES</p>	
<p>19 Procurement via manufacturer, service provider or authorised dealer's Portal</p>	<p>19.1 Where a foreign manufacturer, service provider or authorised dealer is not willing to participate in the tender process through the National Electronic Procurement System and has a condition that procurement of goods or services should be done through his portal, procuring entities shall comply with the following conditions:</p> <p>(a) In each financial year, the procuring entity shall prepare the list of tenders for goods and services that will be procured through manufacturer, service provider or authorised dealer's Portal and submit to the Authority for approval;</p> <p>(b) The request for approval by the procuring entity shall be done at the start of the financial year and the approval by the Authority shall be against the list of specific tenders submitted to the Authority and the approval shall be valid only for the respective financial year;</p> <p>(c) Applications to the Authority for approval shall be submitted using the format prescribed in First Schedule to these these Guidelines; and</p> <p>(d) In procuring goods or services via manufacturer, service provider or authorised dealer's Portal, the procuring entity shall ensure that necessary procurement procedures are adhered to including obtaining all necessary approvals.</p>

	<p>19.2 After award of contract, the procuring entity shall within 5 working days upload in the National Electronic Procurement System all records of the tender process in a format provided in these Guidelines.</p> <p>19.3 After completion of contract implementation, the procuring entity shall within 5 working days upload in the National Electronic Procurement System all records of contract implementation in a format provided in these Guidelines.</p> <p>19.4 Procurement of goods or services via foreign manufacturer's, service provider's or authorised dealer's Portal shall only be applicable where there is no alternative manufacturer, service provider or authorised dealer whom the procurement process can be done through the National Electronic Procurement System.</p>
20 Review of the Guideline	The Guidelines shall be reviewed from time to time as need arises.

SCHEDULES

Schedule 1: Request for approval of procurement via manufacturer /service provider or authorised dealer's portal

(Made under paragraph 19.1 (c))

[For Approval by the Authority]

Name of the Procuring Entity: [insert name of Procuring Entity (PE)]

Financial year: *(Insert Financial year)*

No	Tender No	Tender Description	Quantity required (Where applicable)	Planned Value	Method of Procurement to be used	Name of manufacturer /Service provider/Authorised dealer	Planned date to initiate the procurement process

I hereby submit the Request for your consideration

Accounting Officer
Signature:
Name:
Date:
Stamp

{Decision by the Authority}

The procurement via manufacturer/service provider /authorised dealer's portal **has been or has not** been approved

Director of monitoring and compliance	Chief executive officer
The request is recommended or is not recommended for approval.	The request is or is not been approved.
Signature:	Signature:
Name:	Name:
Date:	Date:
Stamp	Stamp

**Schedule 2: Format for uploading in NeST records on tender process
(Made under paragraph 19.2)**

PUBLIC PROCUREMENT REGULATORY AUTHORITY				
TENDER PROCESS REPORTING FORM ON PROCUREMENT VIA MANUFACTURER, SERVICE PROVIDER OR AUTHORISED DEALER'S PORTAL				
Name of PE				
Tender number				
Tender description				
DETAILS OF TENDER PROCESS				
Method of Procurement				
Date of tender invitation	Date of tender closing/opening	Date of submission of evaluation Report to PMU	Date of approval of award By Tender Board/ Accounting officer	Date of communicating Award decision
Name and address of the winner				
Pre bid estimated amount		Contract Amount		
Completion/delivery period				
DETAILS OF OTHER PARTICIPATING FIRMS/TENDERERS				
Name and address of the firm/bidder	Read out Tender figure	Corrected Tender figure	Reasons for non Award of contract	
1.				
2.				
DETAILS OF PRE-TENDER CLARIFICATIONS (If any)				
Name bidder	Date of request	Brief description of the request		Date of issue Clarifications
DETAILS OF PRE-TENDER COMPLAINTS RECEIVED (If any)				
Name bidder	Date of submission of the complaint	Brief description of the complaint	Was the complaint valid or not	Date of communication of the decision by the Accounting Officer

Prepared By: Name_Signature____Date____
(Head of Procurement Management Unit)

Authorised by: Name_Signature____Date____
(Accounting Officer)

Note; Pursuant to Section 60(12) of PPA No; 7 of 2011 this report shall be submitted to the Authority within 5 days from the date of award of contract.

**Schedule 3: Format for uploading in Nest records on contract implementation
(Made under paragraph 19.3)**

PUBLIC PROCUREMENT REGULATORY AUTHORITY					
CONTRACT IMPLEMENTATION REPORTING FORM ON PROCUREMENT VIA MANUFACTURER, SERVICE PROVIDER OR AUTHORISED DEALER'S PORTAL					
Name of Procuring Entity					
Contract number					
Contract description					
Name and address of the manufacturer/Authorised dealer or Service Provider					
DETAILS OF CONTRACT IMPLEMENTATION					
Start date				Completion date	
Tender award amount				Final contract amount	
Original completion/delivery period				Final completion/delivery period	
Reason for difference in tender award amount and final Contract amount (If any)					
Reason for delayed completion/delivery period (If any)					
Statement as to whether the contract was implemented as per the contract require mentor not					
DETAILS OF APPROVED VARIATIONS (If any)					
Variation No:	Date of variation	Approval date	Amount	Duration	Description and reasons for the variation
1.					
2.					
DETAILS OF APPROVED CONTRACT CLAIMS (If any)					
Claim No:	Date of claim	Amount	Duration	Description and reasons for the claim	
1.					
2.					
DETAILS OF LIQUIDATED DAMAGES (If any)					
Rate			Duration		Total amount
DETAILS OF DELAYED PAYMENTS (If any)					
Certificate/Invoice No;	Amount	Delayed duration	Interest rate	Interest amount	

Prepared By: Name ___ Signature ___ Date ___ (Head of Procurement Management Unit)

Authorised by: Name ___ Signature ___ Date ___

(Accounting Officer)

Note; Pursuant to Regulation 20(3) of GN No; 446 this report shall be submitted to the Authority with in five (5) days from the date of completion of the contract.