




**PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)**

**GUIDELINES FOR PARTICIPATION OF SPECIAL GROUPS IN
PUBLIC PROCUREMENT 2025**

JANUARY 2025

Effective Date: 23rd January, 2025

**GUIDELINES FOR PARTICIPATION OF SPECIAL GROUPS IN PUBLIC
PROCUREMENT, 2025**

Approved by Board of Directors	Title Director General	Signature 	Date 22 January 2025
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ABBREVIATIONS AND ACRONYMS

APP	-	Annual Procurement Plan
BRELA	-	Business Registrations and Licensing Agency
Cap	-	Chapter
LGAs	-	Local Government Authorities
NeST	-	National Electronic Procurement System of Tanzania
NIDA	-	National Identification Authority
PEs	-	Procuring Entities
PMU	-	Procurement Management Unit
PPRA	-	Public Procurement Regulatory Authority

DOCUMENT VERSION CONTROL

Name of the Document	Guidelines for Participation of Special Groups in Public Procurement, 2025
Version	Second Release, January 2025
Document Number	PPRA/PSCD/MPS/25/06
Responsibility	Management, PE, Special Groups
Developed by	Management
3rd Approval (Third Issue)	Board, January 2025
Applicability	Tender Board, PMU, Management, Special Groups
Purpose	To guide procuring entities, special group supporting entities, and Special Groups on proper application and participation of Special Groups in public procurement;
It is part of	Public Procurement Guidelines
Related Documents	PPA, CAP 410, PPR, GN 518 of 2024,
Distribution	Board, Management, HPMU, AOs, PEs and Special Groups

PART I: INTRODUCTION

1.

Background

- 1.1 Pursuant to Section 130 of the Public Procurement Act (PPA), Cap 410, the Public Procurement Regulatory Authority (PPRA) is mandated to issue Guidelines for the better carrying out of the objectives or any functions under the Act.
- 1.2 Pursuant to Section 5(2)(b) of the PPA, all procurement, supply and disposal shall be conducted in a manner that maximises integrity, competition, accountability, sustainability, economy, efficiency and transparency.
- 1.3 Pursuant to Section 5(3)(c) of the PPA, procuring entities shall, in the execution of their duties, undertake to achieve the highest standards of equity, taking into account promotion of local industry, sustainable development and protection of the environment.
- 1.4 Pursuant to subject regulations 3 and 4 of G.N 518 of 2024, Sustainable Public Procurement Consists of economic development, social development and environmental protection pillars. Participation of Youth, Women, Elders and People with Disabilities as a Special Group in public procurement falls under economic and social development pillars of SPP.
- 1.5 The essence of inclusion of Special Groups in public procurement is to empower the groups since under normal procurement arrangements they will not be able to compete. The preferential scheme reserved will enable special groups to benefit in various public procurement opportunities.
- 1.6 Pursuant to Section 64 (1) of PPA, Cap 410 as read together with Regulation 36 (1) of Public Procurement Regulation (PPR), GN. No. 443 of 2024 all Procuring Entities (PEs) shall grant an exclusive preference of 30% in its annual procurement to goods, works and services for special groups.

		<p>1.7 Pursuant to Regulation 35(4), Procuring Entities shall comply with guidelines issued by the Authority in giving preferences Special Groups.</p> <p>1.8 Following the above legal requirement, PPRA hereby issues these Guidelines for Sustainable Public Procurement on Special Groups</p>
		PART II: PRELIMINARY CLAUSES
2.	Short Title	2.1 This guideline shall be cited as the Guidelines for Participation of Special Groups in Public Procurement, 2025.
3.	Purpose of these Guidelines	<p>3.1 The general purpose of these Guidelines is to guide procuring entities, special group supporting entities and Special Groups on proper application and participation of Special Groups in public procurement;</p> <p>3.2 Specific purposes of the Guideline are:</p> <ul style="list-style-type: none"> a) To ease understanding of the procedure governing preferential scheme for Special Groups; b) To help special groups organize, plan, prepare and submit responsive bids; c) To enhance PEs to comply with the preferential scheme requirements; d) To create awareness on participation of Special Groups on Public Procurement; e) To lay down basic procedures for registration of special groups by Special Groups Supporting Entities (SGSE) and their engagement in tender opportunities by PEs; and f) To lay down with clarity the roles of parties involved in this preferential scheme for Special Groups.
4.	Application of the Guidelines	These Guidelines shall be applicable on the implementation of the special groups exclusive

		preference scheme.
5.	Definitions	<p>5.1 In these Guidelines, unless the context requires otherwise: -</p> <p>“Accounting officer” means a government officer appointed in accordance with the provisions of the Public Finance Act or a public officer statutorily appointed to hold a vote or subvention and accounts for all monies expended from that vote or subvention;</p> <p>“Authority” means the Public Procurement Regulatory Authority;</p> <p>“Bidder” for the purpose of this guideline bidder shall mean a legally constituted special group;</p> <p>“Competitive tendering” means the method of procurement whereby suppliers, contractors or consultants are invited by the procuring entity to compete with each other in submitting priced tenders for goods, works or services;</p> <p>“Elderly” is any citizen of Tanzania aged from 60 years and above;</p> <p>“Person with disability” means a person with a physical, intellectual, sensory or mental impairment and whose functional capacity is limited by encountering attitudinal, environmental and institutional barriers. For the purpose of these guidelines a person with disability excludes a person who is mentally challenged.</p>
		<p>“Procuring entity” means a public body and any other body, or unit established and mandated by government to carry out public functions;</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 and</p>

		<p>award of contracts;</p> <p>“Procurement contract” means any license, permit, or other concession or authority issued by a public body or entered into between a public body and a supplier, contractor, service provider or consultant, resulting from procurement proceedings for carrying out construction or other related works or for the supply of any goods or services;</p> <p>“Procurement proceedings” means the proceedings to be followed by a procuring entity or any approving authority when engaging in procurement;</p> <p>“Procurement process” means the successive stages in the procurement cycle, including planning, choice of procedures, measures to solicit offers from tenderers, examination and evaluation of those offers, award of contract and contract management;</p> <p>“Regulations” means the Public Procurement Regulations, (GN.No. 518) of 2024 as ammended.</p> <p>“Special group preference scheme” is an arrangement where sole advantage is given by procuring entities setting aside certain percentage of procurement to special groups when procuring works, goods and services;</p> <p>“Special Groups Supporting Entity” includes Ministries, Agencies, Government Organizations, Local Government Authorities, and Departments responsible for the Development and Empowerment of women, youth, elderly or persons with disability;</p> <p>“Special Group” is a group of people with common interest to participate in public procurement as a group of women, youth, elderly and persons with disability;</p> <p>“Sustainable Public Procurement” A process whereby procuring entities meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating</p>
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		<p>benefits not only to the organization but also to the society and the economy while minimizing damage to the environment.</p> <p>“Website” means PPRA’s website;</p> <p>“Woman” is any female citizen of Tanzania, aged 18 and above; and</p> <p>“Youth” according to National Youth Development Policy, 2007 is any Tanzania citizen aged from 15 to 35 years. However, for the purposes of this Guidelines, Youth is any Tanzania citizen aged from 18 to 35 years.</p>
PART III: QUALIFICATIONS AND REGISTRATION		
6.	Eligibility	<p>6.1 For the purpose of qualifying to participate in procurement proceedings, the special groups intending to participate in public procurement shall meet the following qualification requirements:</p> <ul style="list-style-type: none"> a) Have constituted themselves into a group of not less than five and not more than twenty members who are registered and recognized by a relevant Special Groups Supporting Entities; b) Has at least seventy percent membership of the members forming such special group and headed one hundred percent by the relevant special group; c) If a special group, subject to clause 6.1(b), is not constituted with members of respective special group by hundred percent, the remaining percent of its members shall come from those who are eligible to be members of other recognized special groups under these Guidelines. d) Has been entered into special group register of the Authority after submission by the relevant Special Groups Supporting Entities; e) Depending on the nature of procurement, has the necessary qualifications, capability, appropriate resources, equipment and facilities to provide the

		<p>goods, works or services intended to be procured;</p> <p>f) has the legal capacity to enter into a contract for the procurement;</p> <p>g) member of the group is not declared bankrupt or not the subject of legal proceedings relating to the foregoing;</p> <p>h) the group or its member is not debarred from participating in public procurement proceedings pursuant to Section 72 of the PPA, Cap 410</p> <p>i) is registered by the Special Group Supporting Entities which include but not limited to Prime Minister's Office, Labour, Youth, Employment and Persons with Disability; Ministry responsible for Community Development; Local Government Authorities; SIDO; VETA, RUWASA, TASAF and TARURA; and</p> <p>j) is not registered as a Company.</p> <p>6.2 For the purpose of these Guidelines, members of special group shall be comprised with citizens of Tanzania.</p>
7.	Registration of Special Groups	<p>7.1 Pursuant to Regulation 34 (1) of PPR, 2024 a special group wishing to participate in public procurement shall apply for registration with the appropriate Special Groups Supporting Entities (SGSE) in the form provided in the First Schedule of these Guidelines;</p> <p>7.2 The registration shall be carried out by the relevant Special Groups Supporting Entities (SGSE) after it has received application for registration from the respective group</p> <p>7.3 After being registered, the SGSE shall forward the list of registered special groups to the Authority for the purpose of being recorded in the register of special groups in the National electronic procurement system and the Authority's website;</p> <p>7.4 SGSE shall issue a registration certificate to a registered special group in format provided in the</p>

		<p>Second schedule of these Guidelines;</p> <p>7.5 (a) Before issuing a certificate of registration, each relevant SGSE shall provide necessary training regarding the services the group wishing to carry out as well as modality of managing respective activities.</p> <p>(b) For the better carrying out of their functions in accordance with Regulation 34 (2) of PPR, 2024, the training regarding the Special Group shall include but not be limited to the following basic skills:</p> <ul style="list-style-type: none"> i) Leadership and management ii) Public Procurement procedures; (including but not limited to responsive tenders, and contract implementation) iii) Financial management; and iv) Dispute resolutions. <p>7.6 PEs shall not award a contract to a special group that is not registered in the list of the Authority.</p> <p>7.7 A list of registered special groups shall be available in the National electronic procurement system and the Authority's website.</p> <p>7.8 According to Regulation 34 (3) of PPR, 2024 the Authority may request details of the registered special groups to justify its eligibility for exclusive preference scheme.</p>
8.	<p>Requirements for Registration of Special Groups</p>	<p>8.1 The following documents/details shall be required for registration consideration by SGSE:</p> <ul style="list-style-type: none"> a) Introduction letter of each member of a Special Group channeled through the Local Government Authority of the nearby area he/she resides and his relevant eligibility status; b) Group profile, (with a list of group members, and their relevant eligibility status); c) National Identification Number (NIN) of each member d) At least two reliable referees recognized by the Local

		<p>Government Authority of the nearby area or from learning institutions responsible for training of the respective members of the group;</p> <p>e) For professional works or services, the special group will be required to be registered by the appropriate professional bodies;</p> <p>f) Group's Constitution;</p> <p>g) Minutes of the meeting that approved the formation and registration of the group; and</p> <p>h) Special group's office and physical address.</p> <p>i) Special group business name registered by the business name Registrar</p>
9.	Special groups' term limit	<p>9.1 To benefit from this preferential scheme, special groups after being recorded by the Authority shall register in the National Electronic Procurement System and renew their registration annually</p> <p>9.2 Where required at any time, the special group may update its registration information and submit it to SGSE for review and onward submission to the Authority.</p> <p>9.3 Women groups registered by SGSE and registered in the National Electronic Procurement System, shall graduate to benefit from this preferential scheme after attaining awarded contracts amounting to five billion Tanzania Shillings.</p> <p>9.4 Youth groups registered by SGSE and enrolled in the National Electronic Procurement System, shall graduate to benefit from this preferential scheme after attaining awarded contracts amounting to five billion Tanzania Shillings. However, a member who attains the age above 35 shall be replaced with a new member and the group shall continue participating in tender until it attains awarded contracts amounting to five billion Tanzania Shillings.</p>

		<p>9.5 Without prejudice to the requirements section 9.6 of these Guidelines, youth or women special groups which have graduated by virtue of sections 9.3 and 9.4 of these Guidelines, its members shall not be allowed to constitute and/or become members of any other special group.</p> <p>9.6 Elderly and Persons with Disabilities shall have no applicable time limit for benefiting from this preference scheme.</p>
10.	Attributes of tenders for special groups	<p>10.1 Tenders of the following nature may be performed by special groups:</p> <ul style="list-style-type: none"> (a) Labour-based works; (b) Tenders that require a low level of technology; (c) Tenders that require technical know-how (d) The level of sensitivity, security, or risk is insignificant; (e) Minimal level of personnel experience is required; and (f) Any other attribute that the procuring entity deems fit.
11.	Experience considerations for special groups	<p>11.1 Where a PE requires a special group to submit evidence of work experience, for the case of special groups with no experience, this criterion shall be waived and instead evaluation shall be done with regards to:</p> <ul style="list-style-type: none"> a) Qualification and experience of key personnel; b) Litigation history; c) Completion period; d) Sexual harassment performance declaration; e) Environment and Social performance securing declaration; f) Tender validity; g) Notarized Power of Attorney; h) Access to finance/ line of credit; i) Other criteria depending on the nature of the assignment as prescribed in the tender document including: - <ul style="list-style-type: none"> i. Site Organization ii. Equipment

		<ul style="list-style-type: none"> iii. Work Plan iv. Mobilization Schedule v. Priced BOQ
12.	Special Groups Business lines	12.1 Special groups shall be registered in the National Electronic Procurement System according to the business lines as contained in the system user guide.
13.	Special Groups Registration Categories	<p>13.1 The SGSE shall register special groups in the following business categories:</p> <ul style="list-style-type: none"> (a) Suppliers' category; (b) Contractors' category; (c) Non-consultancy services category; and (d) Consultancy services category. <p>13.2 SGSE shall register special groups into business lines as stipulated in these Guidelines;</p> <p>13.3 The registered special groups are permitted to register in more than one business line.</p>
PART IV: GENERAL PRINCIPLES		
14.	Splitting of tenders	14.1 For the purpose of ensuring maximum participation of special groups in public procurement, procuring entities may unbundle tenders for goods, works, or services in practicable quantities under Regulations 47 of PPR, 2024 after obtaining prior approval of the Authority.
15.	Securities	<p>15.1 The form of tender security to be used for special groups procurement shall be the Tender Securing Declaration.</p> <p>15.2 Before entering into a procurement contract with a PE, a special group shall submit the Performance Securing Declaration for works contracts not exceeding the value of TShs. Five Hundred Million and for goods and service contracts not exceeding the value of TShs Two Hundred Million</p> <p>15.3 Any tenderer from the special groups who fail to</p>

		<p>adhere to the terms of the Tender Securing Declaration, Performance security, or Performance Securing Declaration shall be liable to debarment under section 72 of PPA, Cap 410.</p> <p>15.4 Procuring entities may issue Advance Payments to the Special Group if required, after submission of advance payment bank guarantee, and before execution of the contract in order to facilitate their operations in the respective Contract.</p>
16	Threshold per Contract for Special Groups	16.1 The limits per contract for goods, works and services shall be the same or not exceeding the value for Quotations of Tanzania Shillings Five Hundred Million.
		PART V: RESPONSIBILITIES OF THE PARTIES
17	Procuring Entities	<p>17.1 Responsibility of the PE with regard to the registered special groups shall be to:</p> <ul style="list-style-type: none"> a) Set aside thirty percent (30%) in its annual procurement of goods, works and services exclusively to special groups situated within its locality; b) Show in its APPs tenders set aside for special groups; c) Split procurements where necessary, to make them affordable to the intended registered special groups after obtaining prior approval of the Authority; d) Give reason for its failure to set aside 30% of its annual procurement to special groups e) Advertise tender opportunities to special groups; f) Make timely payment to special groups in accordance with Regulation 36 of PPR, 2024 for any performed contract for them. In this regard, PEs should ensure the allocation and commitment of funds prior to procurement proceedings;

		<p>g) Give equal opportunity to all bidders of special groups;</p> <p>h) Identify the special group targeted by the respective tender and advertisement of such tender shall be in respect to the specific special group;</p> <p>i) Submit to the Authority a proposal of debarment of a special group in case of breach of contract, failure to abide with bid or performance securing declaration or any other ground as stipulated under Section 72 of PPA,2023</p> <p>j) through user department, to monitor the implementation of awarded contract and evaluate the performance of the special groups using a format prescribed in Third Schedule of these Guidelines.</p> <p>17.2 the Accounting Officer who fails to set aside 30% of its annual procurement to special groups, without justified reasons, shall be liable for disciplinary actions by competent authority, subject to regulation 35 (5) of PPR,2024.</p>
18	Special Group Supporting Entities	<p>18.1 Responsibilities of SGSE shall include the following: -</p> <p>a) Identify and Register Special Groups;</p> <p>b) Build capacity of registered special groups in their respective business categories;</p> <p>c) Issue registration certificates to the registered special groups in the format provided in the Second Schedule of these Guidelines;</p> <p>d) Submit the list of registered special group(s) to the Authority for to be recorded to the special group register within 14 days after registration. The list should be submitted in the format provided in the Fourth Schedule of these Guidelines;</p> <p>e) Deregister the defaulted special groups subject to the approval of the Authority; and</p> <p>f) Submit to the Authority any information on updates with regards to a registered special group;</p>

19	Responsibilities of Special Groups	<p>19.1 Responsibilities of Special Groups shall include the following: -</p> <ul style="list-style-type: none"> (a) Constitute themselves into groups and apply for registration to the SGSE in accordance with Regulation 34 (1) of PPR, 2024; (b) Select an appropriate business category as per Section 12.1 of these Guidelines above; (c) Comply with PPA and its Regulations; (d) Participate in capacity building programs conducted by the Authority and SGSE; (e) Comply with appropriate registration requirements; (f) Participate in tender opportunities; (g) Registered special groups should not engage in fraud or corruption practices in competing for and executing a procurement contract; (h) To adhere to the terms and conditions of procurement contracts accordingly; (i) To be honest in their dealings either with the Government or society.
20	Responsibilities of the Authority	<p>20.1 Responsibilities of the Authority shall be to:</p> <ul style="list-style-type: none"> (a) Maintain and update a register of special groups; (b) Notify the SGSEs with a copy to respective special group on the inclusion of the special group in the Authority's register for special groups; (c) Make available to the PEs the register of special groups in National electronic Procurement System; (d) Monitor and check compliance by PEs with regard

		<p>to implementation of special group preference scheme including checking whether PEs complied with requirement to grant a 30% of its annual procurement for special group;</p> <p>(e) Monitor, remove from the list of special groups and disable in the National Electronic Procurement system all youths' groups whose 70% and above of its members have attained more than 35 years. However, the youth's group shall be removed from NeST after failing to provide proof to the Authority of replacement of new members who are 35 years and below.</p> <p>(f) Build capacity for registered special groups in collaboration with SGSE and other procurement stakeholders;</p> <p>(g) Create awareness on the implementation of special groups scheme;</p> <p>(h) Issue notification to SGSE and respective special group on graduation of Special group from benefiting exclusive in preferential scheme for special groups.</p> <p>(i) Review awards granted by procuring entities to special groups and take appropriate actions;</p>
		PART VI: PROCUREMENT PROCEDURE
21	<i>Tender advertisement</i>	<p>21.1 An advertisement relating to tender under this scheme shall be restricted to designated special groups registered with National Electronic Procurement System.</p> <p>21.2 Special groups shall participate in tenders advertised by PEs within their locality except where a tender has been advertised by a PE with a national jurisdiction.</p> <p>21.3 Where the procuring entity receives no acceptable offers from special groups within its locality, the respective tender shall be re-advertised for special groups within the</p>

		<p>region where the PE is located.</p> <p>21.4 The PE with national jurisdiction shall advertise tenders to special groups available within the locality in which a project or contract is expected to be implemented.</p> <p>21.5 A Special group through a meeting shall appoint a representative who will transact all procurement issues on behalf of the group using the power of attorney in the format provided in Fifth Schedule of these Guidelines.</p>
22	Procurement Methods	<p>22.1 Methods of procurement to be used under these Guidelines shall include competitive tendering for specific special groups, restricted tendering, single source for goods and services, direct contracting for works, competitive quotation, minor value procurement and others as the PEs may determine appropriate.</p> <p>22.2 For the purpose of this guideline; “competitive tendering” shall apply at the national level and regional level.</p>
23	Use of Force Account	<p>23.1 Special groups with necessary qualifications, capability, and appropriate resources, equipment and facilities to implement works may be engaged by PEs through the use of force account approach.</p> <p>23.2 Works projects implemented at Lower Local Government Levels may be implemented by special groups.</p>
24	Framework contracts	<p>24.1 PEs may enter into framework contract with special groups for procurement of goods, works and services that are required repeatedly or continuously.</p> <p>24.2 PEs shall make use of existing framework contracts with special groups wherever appropriate to provide an efficient, cost effective and flexible means to procure goods, works and services that are required repeatedly or continuously over a set period of time.</p>
		PART VII: EXCEPTIONS TO SPECIAL GROUPS
25	Tendering Documents	<p>25.1 PEs shall use Standard Tendering Documents for special groups available in the National electronic</p>

		<p>Procurement System.</p> <p>25.2 PEs shall use the evaluation criteria set for selection of special groups for procurement of goods, works and services as prescribed under Sixth Schedule of these Guidelines.</p>
PART VIII: GENERAL CLAUSES		
26	<i>Review of the Guidelines</i>	These Guidelines shall be reviewed after every three years or when need arises or when deemed necessary.
27	<i>Repeal of Previous guidelines</i>	The Guidelines for Participation of Special Groups in Public Procurement of October 2023 Version No. GL/10/2023/PSG are hereby repealed by these Guidelines.

SCHEDULES

SCHEDULE 1: SPECIAL GROUP REGISTRATION FORM

(Made under clause 7.1)

A. SPECIAL GROUP INFORMATION

- i) Name of the Special Group:.....
- ii) Nature of the Special Group:
- iii) Tax Identification Number (TIN) of Special Group:
.....
- iv) Postal Address:.....
- v) Email:
- vi) Phone Number:

B: LOCATION OF THE SPECIAL GROUP

- i) Region:.....
- ii) District:.....
- iii) Municipal:.....
- iv) Ward.....
- v) Street/Village.....

C: SPECIAL GROUP LEADERSHIP

I.

- i) First Name:Middle
Name:.....Surname:.....
- ii) Birth date: Date.....Month.....Year.....
- iii) Gender: Male Female
- iv) Email:
- v) Phone Number:.....
- vi) Type of Identity:.....
- vii) Identity Number:.....
- viii) Title/position in the Special Group.....

II.

- i) First Name:Middle
Name:.....Surname:.....
- ii) Birth date: Date.....Month.....Year.....
- iii) Gender: Male Female
- iv) Email:
- v) Phone Number:.....
- vi) Type of Identity:.....
- vii) Identity Number:.....
- viii) Title/position in the Special Group.....

D: SPECIAL GROUP ACTIVITIES

- i) Economic Activities:
- ii) Nature of Business
- iii) Special Group Supporting Entity:

VERIFICATION

I do hereby verify that all that is stated above in paragraphs is true to the best of my knowledge.

Full Name:.....Title:.....Signature:.....Date:.....

SPECIAL GROUP SUPPORTING ENTITY:

Signature and Seal of Registering authority of SGSE.

ATTACHMENTS:

Constitution of the Special Group/TIN Certificate/Extract of Business Name Registration Etc.

SCHEDULE 2: CERTIFICATE OF REGISTRATION OF SPECIAL GROUP

(Made under clause 7.4)

CERTIFICATE OF REGISTRATION OF SPECIAL GROUP

NAME OF SPECIAL GROUP SUPPORTING ENTITY
SPECIAL GROUP SUPPORTING ENTITY OFFICIAL LOGO

CERTIFICATE OF REGISTRATION FOR SPECIAL GROUP

(issued under regulation 34 (2) of the Public Procurement Regulations, 2024)

THIS IS TO CERTIFY THAT

.....

HAS BEEN REGISTERED WITH..... SPECIAL GROUP SUPPORTING
ENTITY AS SPECIAL GROUP BASED ON.....FROM THIS
DATE.....OF.....202...

REGISTRATION NUMBER:.....

The place of special group:.....

Physical Address:.....

Members of Special groups (list their names):

.....

.....

Leaders of the Special group:.....

Signature and Seal of Registering authority of Special Group Supporting Entity

SCHEDULE 3: FORM FOR SUBMITTING PROGRESS REPORTS

(Made under clause 17.1)

Form for submitting Progress Reports of a Special Group and the
Implementation of contracts

(To be filled by special group)

Section 1: General Information

- 1. **Special Group Name:**.....
- 2. **Contact Information:**.....
 - (i) Name of the Authorised Representative:.....
 - (ii) Phone Number:
 - (iii) Email Address:
- 3. **Reporting Period:**.....
- 4. **Submission Date:**.....

Section 2: Progress Report Details

- 1. **Project/Contract Title:***(Provide a brief title or name for the project or contract being implemented.)*.....
- 2. **Contract/Project Reference Number:**
- 3. **Description of Activities:** *(Provide a brief description of the main activities carried out during the reporting period.)*.....
.....
.....
.....
- 4. **Milestones Achieved:***(Highlight the key milestones achieved and their dates.)*
.....
.....
.....
.....

5. Challenges Encountered:

(Provide details of any challenges faced and steps taken to address them.)

.....
.....
.....
.....
.....

6. Financial Summary:

(i) Budget Allocated:.....

(ii) Expenses Incurred:.....

(iii) Remaining Balance:

Section 3: Implementation Progress

1. **Percentage of Work Completed/services delivered:**.....

2. **Key Outputs Delivered:***(List tangible results or deliverables achieved during the reporting period.)*.....

Section 4: Next Steps

1. **Planned Activities for the Next Reporting Period:**

(Briefly outline planned activities.)

.....
.....
.....
.....
.....

Section 5: Attachments
(Attach relevant documents to support your report, such as photos, receipts, or progress charts.)

SCHEDULE 4: FORM FOR SUBMITTING INFORMATION

(Made under clause 18.1 (d))

**FIRST PART
FORM FOR SUBMITTING INFORMATION ON REGISTERED SPECIAL GROUPS
BY SPECIAL GROUP SUPPORTING ENTITY**

Name of Special Group Supporting Entity.....

Year of Registration:

S/n	description	information of special group	
1	Name of Special Group		
	Region		
	District		
	Group Category (Tick)	Youth	
		Women	
		Elderly	
		People with Special Needs	
	Ratio of the Group Membership		
	Relevant Group Category	Quantity	
		% (write the percentage of the membership of the relevant group)	
	Others	Quantity	
	Total Group Members		
	Bank Account (if any)	Name of Bank	
		Account Number	
	Registration Status	Registration Number of the Special Group	
TIN Number			
Business License Number			
Name and Registration number with Professional Body (if any)			
	Special group economic activities		
	Business names registration number from BRELA		
Contact Number, Email and Physical Address			

**PART II:
LIST OF ATTACHMENTS**

The following attachments are essential for appraisal by the Authority and SGSEs are required to ensure that they are all attached.:

1. Group Constitution (with list of group members, and their relevant eligibility status).
2. Copy of National Identity Card (NIDA) of members.
3. Contact details including phone numbers, website (optional), postal address, location, e-mail address etc.
4. Certificate of Group Registration by their respective SGSE.
5. Minutes of members of the group's meeting which approved formation of the group.
6. Extract from Registrar issued by BRELA.

SCHEDULE 5: STANDARD POWER OF ATTORNEY

(Made under clause 21.5)

STANDARD POWER OF ATTORNEY
[This form shall be used by special group]

TO ALL IT MAY CONCERN

THAT BY THIS POWER OF ATTORNEY given on the *[insert date, month and year]*,

We the undersigned *[insert name of the Donor(special group)]* of *[insert address of the Donor(Company)]*, by authority conferred to us by special meeting group¹, of which is still in full force and effect; do hereby ordain, nominate, authorize, empower and appoint *[insert name of Donee]* of *[insert address of the Donee]* to be our true lawful Attorney and Agent, with full power and authority, for us and in our names, and for our accounts and benefits, to do any, or all of the following acts, in the execution of tender No. *[insert tender number]* for *[insert description of procurement]* that is to say;

To act for the special group and do any other thing or things incidental for *[insert tender Number]* for *[insert description of procurement]* for the *[insert name of the procuring entity]*.

AND provided always that this Power of Attorney shall not revoke or in any manner affect any future Power of Attorney given to any other person or persons for such other power or powers shall remain and be of the same force and affect as if this deed has not been executed.

AND we hereby undertake to ratify everything, which our Attorney or any substitute or substitutes or agent or agents appointed by him under this power on his behalf herein before contained shall do or purport to do in virtue of this Power of Attorney.

SEALED with the common seal of the said *[insert name of the company]* and delivered in the presence of us this *[insert date]* day of *[insert month]* *[insert year]*.

IN WITNESS whereof we have signed this deed on this *[insert date]* day of *[insert month]* *[insert year]* at *[insert region]* for and on behalf of *[insert name of the company]*

.....

¹The power of attorney shall not be rejected on the basis that board resolution was passed before the tender invitation date.

SEALED and **DELIVERED** by the
Common Seal of [*insert name and title of leader*]
on behalf of {*special group name*}
This [*insert date, month and year*]

.....
DONOR

BEFORE ME:

.....
COMMISSIONER FOR OATHS

ACKNOWLEDGEMENT

I [*insert name of Donee*] doth hereby acknowledge and accept to be Attorney of the said
[*insert name of the special group*] under the terms and conditions contained in this
POWER OF ATTORNEY and I promise to perform and discharge my duties as the
lawfully appointed Attorney faithfully and honestly.

SIGNED AND DELIVERED by the said
[*Insert name of Donee*] Identified to me
by [***insert name***]
The latter known to me personally
This [*insert date, month and year*],

.....
DONEE

BEFORE ME

.....
COMMISSIONER FOR OATHS

SCHEDULE 6: EVALUATION CRITERIA FOR PROCUREMENT OF WORKS

(Made under clause 25.2)

EVALUATION CRITERIA FOR PROCUREMENT OF WORKS

EVALUATION CRITERIA		
COMMERCIAL CRITERIA		
CRITERION NUMBER	CRITERION	DESCRIPTION OF CRITERION
1	Litigation history (Mandatory)	A special group is required to provide litigation records resulting from contracts completed or ongoing under its execution if any.
2	Completion Period (Mandatory)	A special group is required to comply with the work completion period as proposed by the procuring entities
3	Notarized Power of Attorney;	A special group is required to submit notarized power of attorney
4	Sexual Exploitation and Abuse (SEA) and Sexual Harassment Performance Declaration (Mandatory)	Special groups are required to fill and submit Sexual Exploitation and Abuse (SEA) and Sexual Harassment Performance Declaration
SECTION 2	FINANCIAL SITUATION AND PERFORMANCE	DESCRIPTION OF CRITERIA
1	Financial Statement (optional)	A special group is required to submit their group-certified financial Statement.
2	Bank statement (mandatory)	A special group is required to submit their group certified Bank Statement.
3	Average annual turnover (optional)	A special group is required to comply with the Average annual turnover required by PE.
4	Access to financial resources (Mandatory)	A special group is required to demonstrate their evidence of sources of funds that show their ability to access adequate funds i.e., a Loan

EVALUATION CRITERIA		
		from LGA or any other financial institution.
SECTION 3	STANDARD TENDER FORMS	DESCRIPTION OF CRITERIA
1	Tender Validity Period (mandatory)	A special group is required to confirm with Tender Validity Period specified by PE.
2	Tender Securing Declaration (Mandatory)	A special group is required to submit tender securing declaration in the format provided in the tender document
TECHNICAL CRITERIA		
SECTION 1	KEY PERSONNEL	DESCRIPTION OF CRITERIA
1	Key Personnel (mandatory)	A special group should provide details of their personnel with adequate qualifications as required by the PE.
SECTION 2	EXPERIENCE	DESCRIPTION OF CRITERIA
1	Experience (optional)	A special group should provide details of their previous works to evidence their general experience in construction.
2	Current Commitments (Mandatory)	A special group is required to state if they have any current commitments
SECTION 3	TECHNICAL SUBMISSION	DESCRIPTION OF CRITERIA
1	Site Organization	A special group shall include an organization diagram indicating their proposed project organization.
2	Equipment	A special group shall demonstrate ownership or ability to obtain the required key equipment as listed by PE.
3	Work Plan	A special group is required to submit a work plan/ schedule showing the

	EVALUATION CRITERIA	
		time taken and resources required in the execution of tasks presented in a format indicated in the tender document
4	Mobilization Schedule	A special group is required to submit a mobilization schedule for personnel, equipment, and materials.
FINANCIAL CRITERIA		
1	Priced BOQ	A special group is required to quote for items provided in the Bill of Quantities.

EVALUATION CRITERIA FOR PROCUREMENT OF GOODS

EVALUATION CRITERIA		
COMMERCIAL CRITERIA		
CRITERION NUMBER	CRITERION	DESCRIPTION OF CRITERION
1	Litigation history (Mandatory)	A special group is required to provide litigation records resulting from contracts completed or ongoing under its execution if any.
2	Delivery Period (Mandatory)	A special group is required to comply with the delivery period as proposed by the procuring entities
3	Notarized Power of Attorney;	A special group is required to submit notarized power of attorney
SECTION 2	FINANCIAL SITUATION AND PERFORMANCE	DESCRIPTION OF CRITERIA
1	Financial Statement (optional)	A special group is required to submit their group-certified financial Statement.
2	Bank statement (mandatory)	A special group is required to submit their group certified Bank Statement.
3	Access to financial resources (Mandatory)	A special group is required to demonstrate their evidence of sources of funds that show their ability to access adequate funds i.e., a Loan from LGA or any other financial institution.
SECTION 3	STANDARD TENDER FORMS	DESCRIPTION OF CRITERIA
1	Tender Validity Period (mandatory)	A special group is required to confirm with Tender Validity Period specified by PE.
2	Tender Securing Declaration (Mandatory)	A special group is required to submit tender securing declaration in the format provided in the tender document

EVALUATION CRITERIA		
TECHNICAL CRITERIA		
SECTION 1	KEY PERSONNEL	DESCRIPTION OF CRITERIA
1	Comply technical specifications (mandatory)	Special groups shall to comply with technical specifications
SECTION 2	EXPERIENCE	DESCRIPTION OF CRITERIA
1	Experience (optional)	A special group should provide evidence of their general experience in supply.
2	Current Commitments (Mandatory)	A special group is required to state if they have any current commitments
FINANCIAL CRITERIA		
1	Price schedule (mandatory)	The special group shall quote the price of goods as prescribed by PE in the price schedule

EVALUATION CRITERIA FOR PROCUREMENT OF NON-CONSULTANCY SERVICES

EVALUATION CRITERIA		
COMMERCIAL CRITERIA		
CRITERION NUMBER	CRITERION	DESCRIPTION OF CRITERION
1	Litigation history (Mandatory)	A special group is required to provide litigation records resulting from contracts completed or ongoing under its execution if any
2	Completion Period (Mandatory)	A special group is required to comply with the services completion period as proposed by the procuring entities
3	Notarized Power of Attorney;	A special group is required to submit notarized power of attorney
SECTION 2	FINANCIAL SITUATION AND PERFORMANCE	DESCRIPTION OF CRITERIA
1	Financial Statement (optional)	A special group is required to submit their group-certified financial Statement.
2	Bank statement (mandatory)	A special group is required to submit their group certified Bank Statement.
3	Average annual turnover (optional)	A special group is required to comply with the Average annual turnover required by PE.
4	Access to financial resources (Mandatory)	A special group is required to demonstrate their evidence of sources of funds that show their ability to access adequate funds i.e., a Loan from LGA or any other financial institution.
SECTION 3	STANDARD TENDER FORMS	DESCRIPTION OF CRITERIA
1	Tender Validity Period	A special group is required to confirm with Tender Validity Period specified

EVALUATION CRITERIA		
	(mandatory)	by PE.
2	Tender Securing Declaration (Mandatory)	A special group is required to submit tender securing declaration in the format provided in the tender document
TECHNICAL CRITERIA		
SECTION 1	KEY PERSONNEL	DESCRIPTION OF CRITERIA
1	Key Personnel (mandatory)	A special group should provide details of their personnel with adequate qualifications as required by the PE.
2	Equipment (optional)	A special group shall demonstrate ownership or ability to obtain the required key equipment as listed by PE.
SECTION 2	EXPERIENCE	DESCRIPTION OF CRITERIA
1	Experience (optional)	A special group should provide details of their previous works to evidence their general experience in construction.
2	Current Commitments (Mandatory)	A special group is required to state if they have any current commitments
FINANCIAL CRITERIA		
1	Price and services schedule (mandatory)	Special group shall fill price for each service in the price and services schedule issued by PE.

EVALUATION CRITERIA FOR PROCUREMENT OF CONSULTANCY SERVICES

EVALUATION CRITERIA		
COMMERCIAL CRITERIA		
CRITERION NUMBER	CRITERION	DESCRIPTION OF CRITERION
1	Litigation history (Optional)	A special group is required to provide litigation records resulting from contracts completed or ongoing under its execution if any.
2	Duration for Completion of the Assignment (Mandatory)	A special group is the duration for completion of the assignment as proposed by PE.
SECTION 2	FINANCIAL SITUATION AND PERFORMANCE	DESCRIPTION OF CRITERIA
1	Financial Statement (optional)	A special group is required to submit their group-certified financial Statement.
2	Bank statement (mandatory)	A special group is required to submit their group certified Bank Statement.
3	Access to financial resources (Mandatory)	A special group is required to demonstrate evidence of sources of funds that show their ability to access adequate funds i.e. Loan from LGA or any other financial institution.
SECTION 3	STANDARD TENDER FORMS	DESCRIPTION OF CRITERIA
1	Proposal Validity (mandatory)	A special group is required to confirm with Proposal Validity Period as specified by PE.
2	Proposal Securing Declaration (mandatory)	A special group should complete Proposal Securing Declaration in the format provided as requested by the PE.

EVALUATION CRITERIA		
TECHNICAL CRITERIA		
SECTION 1	KEY PERSONNEL	DESCRIPTION OF CRITERIA
1	Key Personnel (mandatory)	A special group should provide details of their personnel by attaching CVs as evidence of their qualifications as required by PE.
SECTION 2	EXPERIENCE	DESCRIPTION OF CRITERIA
1	Experience (optional)	A special group should provide details of their general experience, reputation and experience in previous similar assignments as required by PE.
2	Current Contract Commitment (mandatory)	A special group is required to state if it has any current commitments.
SECTION 3	TECHNICAL PROPOSAL	DESCRIPTION OF CRITERIA
1	Understanding of the Terms of Reference, Methodology and the Overall Quality of the proposal. (mandatory)	A special group shall be required to comment and give suggestions on the Terms of Reference, Methodology, and on Counterpart Staff and Facilities to be provided by the PE.
2	Service Delivery Plan (mandatory)	A special group is required to submit Service Delivery Plan showing time to be taken and resources required in execution of the assignment.
3	knowledge of the project environment and their implications for the project; (mandatory)	Special group shall display knowledge of the relevant project environment and its implications;
FINANCIAL CRITERIA		
1	Financial Proposal	A special group is required to quote for services provided in the Financial Proposal as provided by the PE.