




**PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)**

**GUIDELINES FOR
TENDER BOARD'S DECISION THROUGH CIRCULAR RESOLUTION,
2025**

MAY, 2025

Effective Date: 8th May, 2025

**GUIDELINES FOR TENDER BOARD DECISION THROUGH CIRCULAR RESOLUTION,
2025**

Approved by Board of Directors	Title Director General	Signature 	Date 7 th May, 2025
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ABBREVIATIONS AND ACRONYMS

Authority	Public Procurement Regulatory Authority
MCB	Manager Capacity Building
PSCD	Procurement and Supplies Capacity Development
HPMU	Head of Procurement Management Unit
PMU	Procurement Management Unit
PPRA	Public Procurement Regulatory Authority
PPA	Public Procurement Act, CAP 410
PPR	Public Procurement Regulations G.N. 518 of 2024
PE	Procurement Entity
TB	Tender Board

DOCUMENT VERSION CONTROL

Name of the Document	The Guidelines for Tender Board's Decision Through Circular Resolution, 2025
Version	Second Release, May, 2025
Document Number	PPRA/PSCD/PSS/25/01
Responsibility	Management, PE
Developed by	Management
2nd Approval (Second Issue)	Board, May, 2025
Applicability	Tender Board, PMU and Management
Purpose	To guide tender boards to carry out their objectives and functions as prescribed under regulation 66 of the Regulations
It is part of	Public Procurement Guidelines
Related Documents	PPA, CAP 410, PPR, GN 518 of 2024,
Distribution	Board, Management, and PEs

ART I: INTRODUCTION		
1.	<i>Background</i>	<p>1.1 Regulation 66 (1) of the Public Procurement Regulations GN. No. 518 of 2024 provides that a decision of the tender board may be made by the tender board without convening a meeting through circular resolution under the guidelines issued by the Authority.</p> <p>1.2 Based on the requirement of regulation 66(1) of the Regulations, the Authority hereby issues guidelines to all Procuring Entities (PEs) on procedures for conducting circular resolutions.</p>
2.	<i>Short Title</i>	<p>2.1 These Guidelines may be cited as the Guidelines for the Tender Board's Decision through Circular Resolution, 2025</p>
3.	<i>Application</i>	<p>3.1 These Guidelines shall come into force from the date they are issued to the Public by the Authority.</p> <p>3.2 These Guidelines shall apply to all PEs when making tender board decisions through circular resolution.</p> <p>3.3 Where the interpretation of any provision of these Guidelines conveys meaning contrary to the Public Procurement Act and its Regulations, the provisions of such Act and its Regulations shall prevail and their interpretation shall be final and conclusive.</p>
4.	<i>Interpretation</i>	<p>4.1 In these Guidelines, unless the context requires otherwise:-</p> <p>“a circular resolution” according to Regulation 66(2) of GN 518 of 2024 means issuance of the tender board's decision without a meeting by the circulation of the relevant papers/documents among members of the tender board for approval, and the expression of the views of the majority in writing;</p> <p>“Act” means the Public Procurement Act, Cap. 410;</p>

		<p>“Authority” means the Public Procurement Regulatory Authority;</p> <p>“Regulations” means the Public Procurement Regulations, G.N No. 518 of 2024;</p> <p>”tender board” means a tender board established under section 31 of the Act.</p>
5.	<i>Purpose of Guidelines</i>	<p>5.1 General Purpose.</p> <p>To guide tender boards to carry out their objectives and functions as prescribed under regulation 66 of the Regulations</p> <p>5.2 Specific Purpose;</p> <p>The specific purposes of these Guidelines are to:-</p> <p>a) provide guidance on principles and procedures to be followed when the tender board makes its decisions through circular resolution; and</p> <p>b) to ensure consistency in the application of the circular resolution.</p>
6.	<i>Importance of Guidelines</i>	<p>6.1 The use of these Guidelines will ensure that tender boards use the appropriate procedures when making decisions through circular resolution; and</p> <p>6.2 The use of these Guidelines will standardize the tender board reporting format for all PEs.</p>
PART II: QUORUM AND THRESHOLD		
7.	<i>Quorum</i>	<p>7.1 Half of the members of the tender board shall form a quorum in deciding on circular resolution;</p> <p>7.2 For the purpose of the quorum, the Secretary of the tender board who is the Head of the Procurement</p>

		Management Unit is not a member of the tender board;
8.	Threshold	8.1 Subject to the threshold of approval under s.32 (5) of the Act, there is no threshold for issuance of the tender board's decision without convening a meeting for all procurement of goods, services, works and disposal of public assets.
PART III: CIRCULATION OF NOTICES AND APPROVAL		
9.	Notice and Circulation of papers	<p>9.1 The notice to the members of the tender board shall be submitted to each member through the electronic procurement system and shall contain all relevant papers or documents.</p> <p>9.2 The Secretary of the tender board shall prepare a circular, which shall be endorsed by the Chairman before circulating to other tender board members.</p> <p>9.3 In the absence of the Chairman or his inability to act, the Members of the tender board shall appoint among themselves a Chairman who shall sign the circular before circulating it to other tender board members.</p> <p>9.4 The papers or documents shall be sent to each member through the public electronic procurement system.</p>
10.	Approval through Circular Resolution	<p>10.1 The individual members of the tender board served with the notice and relevant papers under these Guidelines shall decide by signing an appropriate standard approval form available in the electronic procurement system to agree or disagree with the circular within the timeframe provided in the notice;</p> <p>10.2 Where a member of the tender board disapproves the circular, shall provide reasons to that effect;</p>

		<p>10.3 Any member of the tender board is entitled to require a decision to be deferred and the subject matter to be considered at a meeting of the tender board;</p> <p>10.4 Where a member of the tender board requires a matter to be deferred to the meeting, the secretary shall refer such matter to the chairman, and the chairman shall consult with such a member for consideration;</p> <p>10.5 Where necessary, and after consultation with members of the tender board, and depending on the comments and quorum of the members, the chairman may convene an extraordinary meeting and the matter be discussed or refer the matter to the next ordinary meeting;</p> <p>10.6 Within three days from the date the members of the tender board are served with the notice and relevant papers, each tender board member shall sign the document submitted and give his approval or disapproval;</p> <p>10.7 Where a tender board member requests clarification on the circular resolution, the circular resolution shall be returned to the Secretary of the tender board for his response, and the circular cannot be concluded if there is any pending clarification requested.</p> <p>10.8 The chairman of the tender board shall be the last to sign the circular and may either approve or disapprove the procurement in question.</p> <p>10.9 In providing the decision, the decision of the majority shall finally be taken as the decision of the tender board.</p>
PART IV: ADOPTION OF DECISIONS		
11.	<i>Record of Decisions</i>	11.1 Records of all decisions of the tender board made through circular resolution shall be securely kept in the electronic procurement system;

		11.2 A summary of all decisions of the tender board made through circular resolution shall be reported in the next ordinary meeting of the tender board using the format /Procedural Form attached with these guideline Appendix 2.
PART V: GENERAL CLAUSES		
12.	<i>Sample Format</i>	12.1 All Circular Resolutions shall be numbered sequentially. 12.2 A sample format of the Circular Resolution form has been prepared and issued with these Guideline as Appendix I.
13	<i>Review of the Guidelines</i>	13. These Guidelines shall be reviewed after every three years or when need arises.
14	<i>Repeal of Previous Guidelines</i>	14. The Guidelines for Tender Board's Decisions Through Circular Resolution, Version No. PPRA: GL/05/2020/TBCR of May 2020 are hereby repealed.

Appendix I: Sample Format of the Circular Resolution Form

**CIRCULAR RESOLUTION No. [insert number of circular to be issued sequentially]
OF [insert financial year] TO BE CIRCULATED ON [insert date, month, year]**

RE: [insert name/description of the project]

1.0 INTRODUCTION AND BACKGROUND

1.1 The Government of the United Republic of Tanzania has set aside funds for the operations of [insert name of the PE] for the FY [insert FY]. It is intended that part of the proceeds of the fund will be applied to cover eligible payments under the Contract for [insert name of the project].

2.0 DESCRIPTION OF THE REQUIREMENT

2.1 The Procurement Management Unit received the requirement from the [insert name of user department] requesting procurement of [insert the name of the project]. The description of the requirement is summarized below:-

S/N	Item Description	Unit of Measure	Quantity
1			
2			

3.0 REQUEST FOR

[insert the request requiring approval by the TB]

3.1 [Provide brief description and background of the activity that needs approval from the TB. The details may include all any processes done before seeking this approval. Describe any if quotations/tenders which were called, evaluation conducted etc depending on the progress reached. You may insert a table to summarize your details where necessary. Attach any document to back up your description]

AND/OR

[provide description of lowest evaluated bidder's quotation in the table below, if such approval is being requested]

S/N	Item Description	Unit	Qty	Unit Price	Total price
1					
2					
3					
	SUBTOTAL				
	VAT 18%				
	GRAND TOTAL				

3.2 The *[inset the name of user department]* requested approval of *[insert amount]* from the Accounting Officer on *[insert the date]* for *[insert name of the project]*. The Accounting Officer confirmed availability of fund on *[insert the date]*.

3.3 **[describe any further approval of the funds if such was requested]**

3.4 Subject to Regulation 66 of G.N 518 of 2024 which provides that the decisions of the tender board may be made through circular resolution, without convening a meeting, therefore by virtue of *[insert Section/Regulation by which the specific approval is being requested]*, the Procurement Management Unit is submitting to the Tender Board for deliberation and approval of *[insert the specific approval(s) requested]*.

4.0 CONCLUSION AND RECOMMENDATION

4.1 The Secretariat requests the Tender Board to review and approve the request for *[insert the specific requested approval(s) required]*.

Chairman/Secretary
[insert the name of PE]'s Tender Board
[Insert date]

S/N	NAME	DESIGNATION	APPROVE/ DISAPPROVE	SIGNATURE	DATE
1		Chairman			

2		Member			
3		Member			
4		Member			
5		Member			
6		Member			
7		Member			

Note: 1. Delete whichever does not apply

2. The PE may add any details that may not be included in this form

3. This form may include any attachments as required by the tender board for informed decisions

4. Tender Board may attach any comments to the form as part of their approval/disapproval justifications

**Appendix II: Procedural Form for Reporting Decisions of the Tender Board Made Through Circular
Resolution**

Version No.: PPRA/DPC/MPSS/25/01
 Effective Date: February, 2025

Ser. No.	Circular Resolution Number	Subject Matter	Date Initiated	Date Approved	Members of TB Involved for the Decision			Summary of the Decision Made
					Approving	Disapproving	Total	