




**PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)**

**GUIDELINES FOR
USE OF NATIONAL ELECTRONIC PROCUREMENT
SYSTEM OF TANZANIA IN PUBLIC PROCUREMENT AND
SUPPLY MANAGEMENT, 2025**

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**GUIDELINES FOR USE OF NATIONAL ELECTRONIC PROCUREMENT
SYSTEM OF TANZANIA IN PUBLIC PROCUREMENT AND
SUPPLY MANAGEMENT, 2025**

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LIST OF ABBREVIATIONS

AO	Accounting Officer
APP	Annual Procurement Plan
BoQ	Bills of Quantities
E-GP	Electronic Government Procurement
GFS	Government Finance Statistics
HPMU	Head of Procurement Management Unit
IFQ	Invitation for Quotation
NeST	National Electronic Procurement System of Tanzania
PE	Procuring Entity
PoA	Power of Attorney
PPAA	Public Procurement Appeal Authority
PPA	Public Procurement Act
PPR	Public Procurement Regulations, 2024
PPRA	Public Procurement Regulatory Authority
PMUO	Procurement Management Unit Officer
SoR	Schedule of Requirements
TEC	Tender Evaluation Committee
TOR	Tender Opening Report
STD	Standard Tender Document

DOCUMENT VERSION CONTROL

Name of the Document	Guidelines for the Use of the National Electronic Procurement System of Tanzania in Public Procurement and Supply Management, 2025
Version	First Release, July 2025
Document Number	PPRA/PSCD/MPS/25/05
Responsibility	Authority, Management, PE, Tenderers, Public, and other Stakeholders
Developed by	PPRA
1st Approval (First Issue)	Board, July 2025
Applicability	PPRA, Tenderers, PEs, and other Stakeholders
Purpose	To guide NeST users in implementing and managing public procurement, supply and disposal functions.
It is part of	Public Procurement Guidelines
Related Documents	PPA, CAP 410, PPR, GN 518 of 2024
Distribution	Board, Management, Pes, Tenderers, and other Stakeholders

PART I: PRELIMINARY		
1.	Background	<p>1.1 Pursuant to section 10 (k) of the Public Procurement Act of 2023, PPRA is mandated to determine, develop, introduce, maintain and update related systems to support public procurement through information and communication technologies including the use of electronic system in procurement and supply management.</p> <p>1.2 Pursuant to Section 73 (1) of the Public Procurement Act and Regulation 11 of the Public Procurement Regulations, 2024, procuring entities are required to ensure that procurement, supply and disposal of assets functions are implemented and reported through the electronic public procurement system.</p> <p>1.3 Following the above requirements, PPRA shall develop and maintain a web-based system through which the procuring entities shall perform their procurement activities.</p> <p>1.4 The users of the system may get access to the system and information as specified in the Terms and Conditions of Use.</p> <p>1.5 Pursuant to Section 130 of the Public Procurement Act, Cap 410, PPRA is mandated to issue Guidelines for the better carrying out of the objectives or any functions under the Act.</p> <p>1.6 PPRA hereby issues these Guidelines for the use of the National Electronic Procurement System of Tanzania in Public Procurement and Supply Management.</p>
2.	Short Title	This guideline shall be cited as the Guidelines for Use of National Electronic Procurement System of Tanzania in Public Procurement and Supply Management, 2025
3.	Application	<p>3.1 These Guidelines shall come into force from the date of approval by the Board of Directors of the Authority</p> <p>3.2 These Guidelines shall apply to all stakeholders involved in public procurement processes conducted through the National Electronic Procurement System of Tanzania.</p>

4.	<p data-bbox="276 256 416 283">Definitions</p> <p data-bbox="542 256 1465 335">The terms used in the Guidelines shall have the following meaning unless otherwise provided: -</p> <p data-bbox="542 387 1270 421">“Act” means the Public Procurement Act, Cap 410;</p> <p data-bbox="542 474 1465 508">“Authority” means the Public Procurement Regulatory Authority.</p> <p data-bbox="542 560 1465 721">“Digital signature” means an electronic signature based upon cryptographic methods of originator authentication, computed by using a set of rules and parameters such that the identity of the signer and the integrity of the data can be verified.</p> <p data-bbox="542 773 1465 934">“Lower-level procuring entities” refers to lower-level entities, including local government authorities, focal development colleges, teachers’ colleges, and school quality assurance offices under the ministry responsible for education.</p> <p data-bbox="542 986 1465 1147">“National Electronic Procurement System of Tanzania” means a system developed, hosted, and operated by the Authority to enable a procuring entity to carry out procurement and supply functions electronically;</p> <p data-bbox="542 1199 1465 1279">“NeST” means the National Electronic Procurement System of Tanzania.</p> <p data-bbox="542 1331 1465 1446">“Procuring Entity” means a public body and any other body, or unit established and mandated by the government to carry out public functions;</p> <p data-bbox="542 1499 1465 1533">“Regulations” means the Public Procurement Regulations, 2024;</p> <p data-bbox="542 1585 1465 1700">“Special Group” is a group of people with a common interest in participating in public procurement, such as a group of women, youth, the elderly and persons with disability;</p> <p data-bbox="542 1753 1465 1832">“System” means the National Electronic Procurement System of Tanzania (NeST)</p> <p data-bbox="542 1884 1465 2000">“Third party” refers to any individual, group, organization, or entity that is not directly involved in or authorized by the system or the owner of the information.</p>

		<p>“User of the System” means users from Authority, procuring entities, tenderers and other Stakeholders as specified by the Authority for the use of the electronic public procurement system;</p>
5.	<i>Purpose of the Guidelines</i>	<p>The purpose of these guidelines is to guide NeST users in implementing and managing public procurement, supply and disposal functions.</p>
PART II: GENERAL PROVISIONS		
6.	<i>Modules of the NeST</i>	<p>6.1 NeST consists of the following modules:</p> <ul style="list-style-type: none"> (a) e-Registration; (b) e-Tendering; (c) e-Contract; (d) e- Catalogue; (e) e-Auction; (f) e-Payment and (g) any other modules it deems necessary <p>6.2 The application of the modules shall be as follows:-</p> <ul style="list-style-type: none"> a) e-Registration module shall allow registration of all users of the system based on their functionality; b) e-Tendering module shall enable all stages of the tendering process to be initiated and completed electronically by all users of the system; c) e-Contract management module shall enable PEs to prepare, monitor, and manage the implementation of all procurement contracts; d) e-Catalogue module shall be used by the users of the system in the management of standardized goods, works and services; e) The e-Auction module shall allow conducting auctions electronically for the procurement or disposal of public assets by tender; f) e-Payment module shall enable electronic payment to suppliers, contractors and service providers in public procurement;

7.	Mobile Application	<p>7.1 The Authority has developed a Mobile Phone Application for the flexibility and ease of access to the electronic public procurement system for the users of the system</p> <p>7.2 The Mobile Phone Application shall be used by tenderers and lower-level procuring entities.</p>
8.	Users of the system	<p>8.1 The following users of the system shall have secure access to related functionalities in the system:</p> <ul style="list-style-type: none"> (a) The Authority; (b) Tenderers; (c) Procuring entities; (d) Financial Institutions; (e) Other relevant public bodies; and (f) Any other user as may be determined by the Authority. <p>8.2 The roles of the users of NeST shall be as follows:</p> <ul style="list-style-type: none"> (a) The Authority; <ul style="list-style-type: none"> i. To ensure NeST is secure, up-to-date, and functions efficiently; ii. To undertake periodic reviews and assessments to safeguard system integrity and ensure compliance; iii. system users and the public in the event of the electronic public procurement system outage or malfunction. (b) Tenderers; <ul style="list-style-type: none"> i. to register in the system and ensure compliance with statutory requirements; ii. to participate in various tender opportunities; iii. to submit an application for the review of complaints or disputes, where applicable; iv. to pay the required fees for the use of the electronic public procurement system; v. to ensure the security of its account and data safety in the electronic public procurement system; vi. to provide feedback to the Authority for system improvement.

		<p>(c) Procuring entities;</p> <ul style="list-style-type: none"> i. register system users (staff) subject to their roles in the procurement process; ii. to conduct all procurement, supply and disposal of asset functions through the system; iii. to manage procurement, supply and disposal of asset contract; iv. to pay the required fees for the use of the system; and v. to provide feedback to the Authority for system improvement. <p>(d) Financial Institutions;</p> <ul style="list-style-type: none"> i. to facilitate verifications on the authenticity of the securities; ii. to facilitate verifications on the authenticity of submitted documents by bidders on access to financial resources; and iii. to facilitate electronic payment transactions. <p>(e) Other relevant public bodies</p> <p>To perform all duties and responsibilities subject to their establishment, including but not limited to:</p> <ul style="list-style-type: none"> i. prepare, publish and make regular updates of standards and specifications for goods, works or services for government use; ii. prepare, update and publish in the system the price caps; iii. prepare, update and publish in the system goods and services catalogue; iv. handle procurement complaints; v. vet procurement contract; vi. provide feedback to the Authority for system improvement.
9.	<i>Access to Public Procurement information through the system</i>	<p>9.1 The Authority shall allow users of the system and other stakeholders, subject to their roles, to access records and information in the NeST.</p> <p>9.2 The access to records and information in the system shall be consistent with the requirements of the Act and its</p>

		<p>Regulations regarding disclosure of procurement information to the public.</p> <p>9.3 Records and Information in the system that are not classified as confidential information shall be accessed by the public or any stakeholder at any time.</p> <p>9.4 Subject to sub-clause 10.3, the procurement records and information that shall be accessible shall include:</p> <ul style="list-style-type: none"> (a) All information posted on the system home page; (b) PEs General procurement notices; (c) Tender opportunities; (d) Contract awards information; (e) Debarred firms; (f) Various notices issued by the Authority; (g) Tanzania Procurement Journal; (h) Tender opening reports; (i) List of completed projects; (j) List of registered Tenderers with their names, physical address and contacts; (k) Links to various Authority's resources such as Acts, regulations, guidelines, reports e.t.c; (l) System technical support feature; (m) System feedback and whistleblowing portal; (n) User guides; (o) Sustainable Public Procurement information portal; (p) Statistical data; (q) Useful links; and (r) any other information the authority deems appropriate. <p>9.5 Any information labeled as confidential or sensitive by the System shall not be published or shared with any third party without written permission from the respective owners.</p>
10.	<i>Disclaimer and privacy policy</i>	<p>10.1 The Authority reserves the right, in its sole discretion, to correct any errors or omissions in any part of the electronic public procurement System and to make changes to the System and to the materials, products, programs, services or price caps described in the system at any time without prior notice.</p>

		<p>10.2 In no event shall the Authority and/or third parties be liable for any damages either direct or indirect or consequential damages or any damages including, but not limited to:</p> <ul style="list-style-type: none"> (a) errors or omissions; (b) delays or incomplete transactions; (c) planned or unplanned system downtime or inaccessibility of the system; (d) insufficient time or failure to submit a tender; (e) loss, theft or sharing of user credentials; (f) session outages or accidental page closures; (g) indirect or consequential damages or any damages whatsoever arising from use; and (h) loss of user data, whether in the course of a transaction, negligence or other action, arising out of or in connection with the use of the System. <p>10.3 The Authority does not warrant that the functions contained in the system shall be uninterrupted or error-free or that those defects shall be corrected or that the System or the server that makes it available shall be free of viruses or bugs.</p> <p>10.4 The Authority shall ensure the system keeps all private information of its users in encrypted form in the database and shall not be accessible to any user without sufficient authority and access permissions.</p>
PART III: REGISTRATION OF USERS OF THE SYSTEM		
11.	<i>Registration and management of system users</i>	<p>11.1 All users of the system shall be registered in the System under an appropriate user category of the procurement process to have appropriate access points.</p> <p>11.2 Users of the System shall provide credentials (<i>username and password</i>) acceptable to the System to gain subsequent access.</p> <p>11.3 Users of the System shall accept and comply with the terms and conditions, code of conduct, privacy policy, and disclaimer of using the system during the registration application process.</p>

		<p>11.4 In the course of the registration process, the system may retrieve information from other Government Systems to verify and authenticate the information submitted for registration.</p> <p>11.5 The users of the system shall be able to update their information except their username.</p> <p>11.6 Users of the system shall use authentic web browsers, applications and associated security settings to ensure the secure use of the system.</p> <p>11.7 Users of the system shall update or install new components and configuration settings as and when these come into effect.</p> <p>11.8 Users of the system shall be responsible for maintaining the confidentiality of the credentials.</p> <p>11.9 Users of the system shall be fully responsible for all undertakings involving the use of their account in the system.</p> <p>11.10 The user of the system is duty-bound to immediately report to the Authority when he observes/notices any suspicious undertaking in his system account.</p> <p>11.11 The Authority shall cancel user registration at any time due to a violation of the requirements provided under sub-clause 11.3.</p> <p>11.12 The Authority reserves the right to modify clauses of the terms and conditions, code of conduct, privacy policy, and disclaimer of the system at any time without prior notice to users.</p> <p>11.13 The Authority shall notify the users of the system of the updated terms and conditions, code of conduct, privacy policy, and disclaimer for acceptance of the changes.</p> <p>11.14 The Authority shall not bear any responsibility for misuse, loss, or theft by anybody of the user's credentials.</p>

12.	<i>Use of a digital signature</i>	<p>12.1 The system shall allow the use of a digital signature service for users of the system.</p> <p>12.2 Each user of the system shall use a digital signature to sign documents or finalize any task within the system.</p> <p>12.3 The Authority shall not bear any responsibility for misuse, loss, or theft by anybody of the user's digital signatures.</p>
13.	<i>Procuring entities Registration</i>	<p>13.1 Subject to clause 11, each PE shall have an account in the system and manage their details and users of the system based on the specified roles.</p> <p>13.2 The Authority shall register a system administrator of each PE who shall register all users of the system within the procuring entity.</p> <p>13.3 Each procuring entity shall submit to the Authority a request for registration of its system administrator(s).</p> <p>13.4 The PE system administrator shall ensure that each user of the system is an active employee of the PE and makes regular updates based on their specified roles.</p> <p>13.5 A request for the removal from the system, or change of role, or departmental transfer of any user shall be submitted to the Authority by the system Administrator of the PE.</p>
14.	<i>Lower-level procuring entities Registration.</i>	<p>14.1 The head or person in charge of the lower-level procuring entities shall submit to the accounting officer of the respective PE the names and particulars of the users of the system at the lower level for registration processes.</p> <p>14.2 The users of lower-level procuring entities shall be registered by the system administrator of the PE under which the lower-level procuring entities are located.</p> <p>14.3 A request for the removal from the system, or change of role, or transfer to another lower-level procuring entity of any</p>

		user shall be made by the system administrator of the respective PE.
15.	<i>Tenderers Registration</i>	<p>15.1 The registration of the local and foreign tenderer in the system shall be completed after: -</p> <ul style="list-style-type: none"> (a) Submission of proof of qualifications; (b) approval by the Authority; and (c) payment of the registration fee. <p>15.2 Subject to clause 11, after every twelve months from the date of payment of the registration fee, tenderers shall update their qualifications where applicable and renew their registration in the system by paying the prescribed annual registration fee.</p> <p>15.3 Tenderers shall register in the system according to their business lines as provided in the system and may register in more than one business line.</p> <p>15.4 Tenderers shall update in the system all qualification information as required by the system, where applicable.</p> <p>15.5 The system shall not allow the debarred tenderers to participate in any procurement proceedings for the suspended time.</p>
16.	<i>Manufacturers Registration</i>	<p>16.1 The registration of the manufacturers in the system shall comply with the requirements of clause 15 of these Guidelines.</p> <p>16.2 In the case of a manufacturer who is unable to register in the system, the PE(s) shall request guidance from the Authority.</p>
17.	<i>Special Group Registration</i>	<p>17.1 The Authority shall initiate the registration of a special group after the special group has been registered by the SGSE and its supportive documents have been submitted to the Authority.</p> <p>17.2 After the special group has been registered in the system by the Authority, the chairperson of the group shall complete the registration process in the system through the activation link sent to his email.</p>

PART IV: IMPLEMENTATION OF PROCUREMENT PROCESS IN THE SYSTEM		
18.	<i>Annual Procurement Plan preparation and publication</i>	<p>18.1 PE(s) shall prepare Annual Procurement Plan(s) (APP) for each financial year through the system.</p> <p>18.2 During the preparation of APP, PE(s) shall fetch procurable items from budgeting or payment systems, as the case may be, and consolidate departmental requirements of the same nature.</p> <p>18.3 PE(s) or Commercial entities that procure on behalf of other PE(s) may prepare APP without fetching procurable items from budgeting or payment systems.</p> <p>18.4 PE(s) may package and establish Tender Lots during APP preparation</p> <p>18.5 PE(s) shall prepare the APP using the template available in the system</p> <p>18.6 After completion of APP preparation, the system shall allow submission of the prepared APP to the Accounting Officer for review.</p> <p>18.7 Before publishing the General Procurement Notice (GPN) into the system by the Accounting Officer, the APP shall be submitted to the Budget Approving Authority for review and approval.</p> <p>18.8 Accounting Officer shall publish the GPN after uploading in the system the minutes confirming approval of the APP by the Budget Approving Authority.</p> <p>18.9 PE(s) may update and modify the published GPN in the system.</p>
19.	<i>Procurement requisitions</i>	<p>19.1 The user department shall create and submit requisitions to PMU through the system for the preparation of tender invitations and tender documents.</p> <p>19.2 The procurement requisition prepared by the user department shall contain specific quantity required,</p>

		<p>estimated cost, and description of each item required, including Specifications, Drawings, Terms of reference, Bill of quantities or Statement of requirements, and any other related information regarding the type of procurement.</p> <p>19.3 The user department shall make sure that the prepared requisition contains all requirements before submission to the PMU</p> <p>19.4 The user department shall have access to the planned tender in the system during the initiation of the procurement requisition.</p>
20.	<i>Preparation of Tender Document</i>	<p>20.1 PE(s) during the preparation of tender documents shall use the Standard Tendering Document (STDs) available in the system to complete tender information and generate the Tender Document for specific procurement, depending on the nature of procurement and budget thresholds.</p> <p>20.2 PMU shall submit the generated tender document to the Accounting Officer or Tender Board, as the case may be, for review and approval.</p> <p>20.3 Notwithstanding subclause 19.1, PE with special procurement requirements that require a customized tender document shall customize their tender document and submit it to the Authority for review and approval.</p> <p>20.4 The Authority shall build into the system the approved customized tender document to enable the PE to carry out the procurement process.</p>
21.	<i>Tender advertisement</i>	<p>21.1 All invitations for tender opportunities shall be published or advertised in the electronic public procurement system to be accessible by all eligible tenderers.</p> <p>21.2 The Accounting Officer shall be responsible for publishing or advertising the approved Tender invitation notice through the system.</p>

		<p>21.3 Only eligible tenderers shall be able to apply for the published tenders and submit their tenders or proposals through the system.</p> <p>21.4 The date of the tender notice published in the system shall be the start date of the tender processing time.</p>
22.	Clarification of published tender documents	<p>22.1 Clarification on the published tender document may be made by the PE or tenderer through the system.</p> <p>22.2 The tenderer shall submit through the system the request for clarification without identifying the source of the request as follows:</p> <ul style="list-style-type: none"> a) In the case of the competitive tendering method, the request shall be submitted three (3) days before the deadline for submission of the tender; or b) In the case of a non-competitive tendering method, the tender shall be submitted two (2) days before the deadline for submission of the tender. <p>22.3 The PE shall, within two (2) working days after receiving the request for clarification, respond to the request or issue clarifications on the published tender documents to all tenderers through the system.</p> <p>22.4 All tenderers shall be notified by PE(s) through the system of clarifications made on the published tender documents.</p>
23.	Modifications of published tender documents	<p>23.1 The PEs shall, at any time before the deadline for submission of tenders, for any reason, whether on their initiative or as a result of a request for clarification by a tenderer, modify the tender documents by issuing modifications.</p> <p>23.2 The modifications shall be communicated promptly through the system to all tenderers to whom the procuring entity has provided the tender documents.</p>
24.	Pre-bid meetings and/or site visits	<p>24.1 PEs may schedule a Pre-Bid meeting and/or site visit on the date and time specified in the tender documents through the system.</p>

		<p>24.2 PE shall prepare minutes and communicate to all participants and prospective tenderers the matters and deliberations related to the Pre-Bid meeting and/or site visit through the system.</p>
25.	<i>Tender preparation and submission</i>	<p>25.1 Tenderers shall prepare and submit their tenders through the system within the time specified in the Invitation for Tenders.</p> <p>25.2 Tenderers may assign an authorized representative to submit a tender through the system.</p> <p>25.3 Tenderer shall ensure that all files to be uploaded and submitted through the system are readable and conform to system requirements.</p> <p>25.4 The tenderers shall complete uploading of documents, preparation and submission of tender security, verifying completeness of tender and final submission of tender for the specific tenders within the time specified in the tender documents.</p> <p>25.5 The tenderer shall not be allowed by the system to submit a tender unless they have responded to all fields provided as per the requirements of the tender documents.</p> <p>25.6 Subject to clause 24.7, the tenderers may make necessary modifications to their tenders at any time after the initial submission of the tender or after being notified of Tender modifications by PE.</p> <p>25.7 The tenderer shall not be permitted to submit a tender after the deadline date and time.</p> <p>25.8 The tenderers who have submitted a tender shall remain unidentified and the submitted tender shall be kept encrypted in the system database and maintained at high security until the actual day and time of tender opening.</p> <p>25.9 The Authority or PEs shall not be liable for any delayed submission of tenders by tenderers.</p>

26.	<i>Opening of bids</i>	<p>26.1 All submitted tenders shall be opened through the system.</p> <p>26.2 Tenders shall be automatically opened by the system on the date and time set in the invitation for tender.</p> <p>26.3 In case of a two-stage tender opening procedure, the financial proposal shall not be opened until the evaluation of technical proposals is completed and the cool-off period has ended.</p> <p>26.4 The opening of the financial proposal shall only be for the tenderer who has scored a minimum pass mark specified by the PE in the tender document.</p> <p>26.5 The PE shall not be able to access submitted tenders before the specified opening date and time.</p> <p>26.6 The Tender Opening Report shall be generated by the system and be available to tenderers, the evaluation committee, the tender board, the accounting officer, and the general public.</p> <p>26.7 The tender opening information shall be automatically posted by the system under the specific tender section of the dashboard of tenderers.</p>
27.	<i>Appointment of Evaluation Committee</i>	<p>27.1 The appointments of members of the evaluation committee shall be made through the system.</p> <p>27.2 PMU shall recommend to the system members of the evaluation committee who are registered users of the system, from internal or external to the PE.</p> <p>27.3 PMU shall prepare appointment letters for the recommended evaluation committee and submit them to the Accounting Officer for appointment through the system.</p> <p>27.4 The Accounting Officer shall appoint the recommended evaluation committee and sign appointment letters through the system.</p>

		<p>27.5 After the appointment is granted by the Accounting Officer, the appointment letter of each appointed member shall be sent to the respective member through email.</p>
28.	<i>Evaluation of tenders</i>	<p>28.1 All submitted tenders shall be evaluated through the system.</p> <p>28.2 Each member of the evaluation committee shall have access to evaluate the tender.</p> <p>28.3 Members of the evaluation committee shall sign personal covenants and evaluate tenders through the predetermined workflow in the system.</p> <p>28.4 After all members of the evaluation committees had signed the personal covenant, the chairperson shall initiate the evaluation process in the system, and after completion of one evaluation stage, the chairperson shall initiate the next evaluation stage.</p> <p>28.5 After finalization of the evaluation process, the system shall rank the successful tenderers and determine the winner.</p> <p>28.6 The chairperson shall generate the evaluation report after completion of the evaluation exercise and shall submit the report to PMU through the system.</p> <p>28.7 The evaluation committee members will not be able to alter any data provided by the tenderer(s), and the final evaluation report agreed and signed.</p> <p>28.8 The PMU shall review the evaluation report submitted and submit the report with PMU recommendations to the tender board or accounting officer, as the case may be, for approval.</p> <p>28.9 Notwithstanding the provisions of clause 27.8, if PMU is not satisfied with the recommendation provided by the evaluation committee shall return the report to the committee with its observations for re-evaluation.</p>

		28.10 The tender board or accounting officer shall review and approve the evaluation report in the system, or if not satisfied, may return the report to PMU with their observations.
29.	<i>Evaluation of tenders under commonly used items and services</i>	<p>29.1 All submitted tenders under common used items and services (CUIS) shall be evaluated through the system.</p> <p>29.2 PE shall initiate automatic price comparison of the quotations submitted in the mini-competition for CUIS, and the system shall rank accordingly.</p> <p>29.3 PMU shall conduct a compliance check of the tender requirement and quoted prices for the lowest-ranked tenderer.</p> <p>29.4 The PMU shall generate the evaluation report and submit it to the Accounting Officer for approval through the system.</p> <p>29.5 The Accounting officer shall review and approve the report in the system, or if not satisfied, may return the report to PMU with their observations.</p>
30.	<i>Appointment of the negotiation team</i>	<p>30.1 The appointments of members of the negotiation team shall be made through the system.</p> <p>30.2 The PMU shall recommend members of the negotiation team who are registered users of the system from internal or external to the PE.</p> <p>30.3 The PMU shall prepare appointment letters for the recommended negotiation team and submit them to the Accounting Officer for appointment through the system.</p> <p>30.4 The Accounting Officer shall appoint the recommended negotiation team and sign appointment letters through the system.</p>

		30.5 After the appointment is granted by the Accounting Officer, the appointment letter of each appointed member shall be sent to the respective member through email.
31.	<i>Negotiation with the tenderer</i>	<p>31.1 Negotiations with the lowest evaluated tenderer shall be conducted through the system.</p> <p>31.2 Each member of the negotiation team shall have access to the negotiation window in the system after being appointed by the Accounting Officer.</p> <p>31.3 The negotiation team shall prepare a negotiation plan through the system.</p> <p>31.4 Accounting officer or the tender board, as the case may be, shall approve the negotiation plan before the commencement of any negotiation.</p> <p>31.5 The negotiation team shall negotiate and prepare minutes of the negotiation through the system.</p> <p>31.6 Tenderers' representative and negotiation team shall review and sign the minutes of the negotiation through the system.</p> <p>31.7 Notwithstanding the provisions of Clause 30.6, if the Tenderer's representative is not satisfied with the records presented in the negotiation, the Tenderer may opt not to sign and provide their observations.</p> <p>31.8 The chairperson of the negotiation team shall submit the negotiation minutes to PMU through the system.</p> <p>31.9 Tenderer or negotiation team shall not alter the signed and agreed negotiation minutes through the system.</p> <p>31.10 PMU shall review and submit recommendations of the negotiation team to the accounting officer or tender board, as the case may be, for approval through the system.</p> <p>31.11 Notwithstanding the provisions of clause 30.10, if PMU is not satisfied with the recommendation provided by the</p>

		<p>negotiation committee, it shall return the minutes to the chairperson with its observations for consideration.</p> <p>31.12 The tender board or accounting officer shall review and approve the negotiation minutes in the system.</p> <p>31.13 The results of approved negotiations shall be specified in a letter of acceptance, incorporated into the appropriate contract document, and the Minutes of Negotiations shall be attached to the contract through the system.</p> <p>31.14 In the event, negotiation with the first lowest tenderer was unsuccessful, the system shall allow negotiations with the next ranked tenderer on the list of evaluated tenderers.</p>
32.	<i>Appointment of Post post-qualification team</i>	<p>32.1 Where post qualification is applicable, the appointments of members of the post qualification team shall be made through the system.</p> <p>32.2 PMU shall recommend members of the post qualification team who are registered users of the system from internal or external to the PE.</p> <p>32.3 PMU shall prepare appointment letters for the recommended post-qualification team and submit them to the Accounting Officer for appointment through the system.</p> <p>32.4 The Accounting Officer shall appoint the recommended post-qualification team and sign appointment letters through the system.</p> <p>32.5 After the appointment is granted by the Accounting Officer, the appointment letter of each appointed member shall be sent to the respective member through email.</p>
33.	<i>Post qualification</i>	<p>33.1 Where post qualification is applicable, notification of the commencement of post qualification shall be sent to the tenderer through the system.</p>

		<p>33.2 Each member of the post qualification team shall have access to the post qualification window in the system after being appointed by the Accounting Officer.</p> <p>33.3 Members of the post qualification team shall conduct post qualification, and the results of the post qualification shall be recorded in the system.</p> <p>33.4 The chairperson of the post qualification team shall submit the post qualification report to PMU through the system.</p> <p>33.5 The post qualification team shall not be able to alter the post qualification report once submitted to PMU through the system.</p> <p>33.6 The PMU shall submit the recommendations of the post qualification team to the accounting officer or tender board for approval.</p> <p>33.7 The tender board or accounting officer shall review and approve the post-qualification report in the system.</p> <p>33.8 In the event, the post qualification with the first lowest or highest evaluated tenderer was unsuccessful, the tender shall be rejected and the post qualification shall be conducted with the next ranked lowest evaluated tenderer or highest evaluated tenderer, as the case may be.</p>
34.	<i>Notice of intention to award the contract</i>	<p>34.1 The notice of intention to award the contract shall be generated, signed, and issued through the system.</p> <p>34.2 PMU shall generate through the system a notice of intention to award the contract for the successful tenderer and unsuccessful tenderers by indicating the reasons for the award and non-responsiveness.</p> <p>34.3 The Accounting Officer shall sign and issue a notice of intention to award the contract through the system.</p> <p>34.4 The notice of intention to award the contract shall be sent by the system to all tenderers who participated in the</p>

		tender, and the same shall be sent to all tenderers through email.
35.	Letter of acceptance	<p>35.1 The Accounting Officer shall generate, sign, and issue the notice of acceptance to the successful tenderer through the electronic public procurement system.</p> <p>35.2 The successful tenderer shall receive the notification of acceptance of tender through the system</p>
36.	Contract preparation and signing	<p>36.1 The procurement contract shall be prepared, vetted, and signed through the system.</p> <p>36.2 The tenderer shall submit performance securities to the PE through the system.</p> <p>36.3 PMU shall prepare contract documents and submit them to the PE legal officer for vetting.</p> <p>36.4 PE legal officer, after receiving contract documents, shall vet and submit the same to the Accounting Officer for approval, or, depending on the threshold or scope, or nature of the procurement, the Accounting Officer shall submit to the Office of Attorney General the contract documents for vetting.</p> <p>36.5 The vetted contract shall be communicated to the respective tenderer for review and signing.</p> <p>36.6 The contract shall be signed between the PE and the respective tenderers in the system.</p>
37.	Management of contracts and payments	<p>37.1 The PE shall manage the implementation of the procurement contract in the system.</p> <p>37.2 Tenderers shall submit all of their payment requests or claims through the system.</p> <p>37.3 The PE shall make all payments to the suppliers, service providers, and contractors in the system.</p>

38.	<i>Complaints, Appeals, and Disputes</i>	<p>38.1 Any complaint or appeals between a procuring entity and a tenderer that arise in respect of procurement proceedings and award of contracts shall be submitted, reviewed and decided through the system.</p> <p>38.2 Tenderers shall lodge in the system complaints and appeals in respect of procurement proceedings.</p> <p>38.3 The Accounting Officer shall review and provide a decision through the system of any complaints between PE and tenderers which arise in respect of procurement proceedings and awards of contracts.</p> <p>38.4 Tenderer shall submit a complaint to the Public Procurement Appeals Authority (PPAA) in case, the accounting officer has not given a decision within the required time, or after the procurement contract has entered into force, or the aggrieved tenderer is unsatisfied with the decision of the Accounting Officer.</p> <p>38.5 The PPAA shall review and provide a decision through the system of any complaints between procuring entities and tenderers which arise in respect of procurement proceedings and awards of contracts.</p> <p>38.6 All disputes arising during contract implementation shall be carried out using the proceedings stipulated in the procurement contract, and its decision shall be recorded in the system.</p>
PART V: MISCELLANEOUS		
39.	<i>Reference time for time-bound activities</i>	<p>39.1 The system shall use the Data Center server time as the reference time for all time-bound activities of procurement processes.</p> <p>39.2 In the computation of procurement processing time and time for handling of complaints and appeals, the system shall exempt the weekends and public holidays.</p> <p>39.3 Procurement process time for use by PEs through the system may be as provided in the First Schedule of these Guidelines.</p>

40.	<i>User fees for the electronic public procurement system</i>	<p>40.1 User of the system will be charged with registration and tender participation fee according to provisions of the Public Procurement Regulations of 2024.</p> <p>40.2 The fee shall be collected through the Government electronic Payment Gateway (GePG) by using the control number issued by the Authority (PPRA) annually, and the balance will be maintained in the electronic wallet.</p> <p>40.3 Each user shall deposit money into its electronic wallet in the system to be consumed on services acquired.</p> <p>40.4 The users shall be able to view details of expenditures and balances of deposited funds in the system.</p>
41.	<i>Auto Alerts</i>	<p>41.1 The system may send an auto alert via email and SMS to notify users of specific events in the procurement process.</p> <p>41.2 Users shall subscribe to the system to get auto alert service by email/or SMS, or mobile app for selected categories.</p>
42.	<i>Preservation of electronic procurement records</i>	All records of the procurement proceedings shall be kept and made available in the system for a period of five to seven years from the date of completion of the contract, and after lapse of such period, the records shall be kept following the procedures under The Records and Archives Management Act, Cap 309.
43.	<i>Enhancement of the system</i>	<p>43.1 The Authority shall have the right to make any changes to the system or service at any time subject to changes in the Act, Regulations or technological compatibility to make the system useful to the intended purpose.</p> <p>43.2 The Authority may have the right to develop and maintain Artificial Intelligence (AI) tool to automate, optimize, integrate, support and enhance decision making across procurement functions within the system.</p>
44.	<i>Training and capacity building</i>	44.1 The Authority shall conduct trainings through tailor-made, dissemination programs and online training programs to all users of the system for the purpose of familiarizing them with system functionalities, new features and updates.

		44.2 The users of the system may request to the Authority to be capacitated on specific areas where development of the system modules have been completed.
45.	System User Technical Support Services	<p>45.1 The Authority shall make available physical, online or other means of customer technical support services in assisting PEs, tenderers and other related system users in the application of procurement proceeding through the system.</p> <p>45.2 The Authority shall ensure that such technical support services are responsive, reliable and accessible and shall establish mechanisms for timely resolution of user enquiries and challenges arising in the use of the system</p> <p>45.3 The Authority shall periodically review and improve technical support services to safeguard system efficiency, use confidence, and compliance with applicable legal and regulatory requirements.</p>
46.	System Risk Assessment and Mitigation	The Authority shall identify, assess and mitigate risks associated with development, maintenances, update related systems, modules and monitoring of procurement processes and its application in the system or otherwise as the case may be.
47.	Feedback mechanism in the system	<p>47.1 The Authority shall provide a mechanism for receiving feedback from all system users.</p> <p>47.2 The system administrator of the respective PEs or Tenderer or System Stakeholders shall collect feedbacks from system users and submit to the Authority through the system.</p> <p>47.3 The Authority shall respond on the feedbacks received and act upon accordingly.</p>
48.	Review of the Guidelines	The Authority may review the Guidelines in every three (3) years or earlier as need arises.

FIRST SCHEDULE

(made under clause 39.3 of these Guidelines)

(Procurement Process Time for Procurement of Goods, Works and Non-Consultancy)

S/N	PROCUREMENT STAGE /ACTIVITY	STANDARD TIME (WORKING DAYS)								Single Source
		International Competitive Tendering (ICT)	National Competitive Tendering (NCT)	International Restricted Tendering (INRT)	National Restricted Tendering (NRT)	International Shopping /Competitive Quotation (INCQ)	National Shopping/Co mpetitive Quotation (NCQ)	Minor Value Procur ement	Min competiti on (CUIS)	
1	Duration from the initiation of a need by the user department until approval by the AO	4	3	3	2	2	2	1	1	1
2	Duration from the preparation of the tender document by the PMU until approval by the AO/TB	5	4	4	3	3	1	1	1	1
3	Duration from approval of the advertisement to the date of advertising the tender opportunity	2	1	1	1	1	1	1	1	1
4	Duration from the tender advertisement to the time of opening the tender	10	7	7	5	4	3	1	1	1
5	Duration from tender opening until appointment of the Evaluation Team by AO	2	2	2	1	1	1	1	1	1
6	Duration from the Evaluation Team appointment date until commencement of the evaluation process	1	1	1	1	1	1	1	1	1
7	Duration of Evaluation Team to evaluate specific tender until submission of the evaluation report to the PMU	7	3	3	3	5	1	1	1	1
8	Duration from receipt of evaluation report, review and preparation of evaluation summary by PMU until submission to AO/TB for Approval	2	2	2	2	2	1	1	1	1
9	Duration from approval of the evaluation report by the AO/TB until	3	3	3	1	1	1	1	1	1

	issuance of the letter of intention to award of contract to all bidders who participated in the tender									
10	Duration from the issuance of the letter of intention to award to the time of issuance of the letter of acceptance (award letter)	5	5	5	5	5	1	1	1	N/A
11	Duration from the date of the end of the cool period until submission of the draft contract for vetting	7	7	7	7	1	3	1	3	7
12	Duration for vetting of contract by legal officer or AG	14	14	14	10	14	7	1	3	10
13	Duration from the lapse of time for vetting of the contract to the signing of the contract	3	3	3	3	1	2	1	2	3
Total		65	55	55	44	41	25	13	13	17

NB: The time indicated from the tender advertisement to the time of opening the tender is the **minimum** processing time

STANDARD TIME FOR CONSULTANCY

S/N	PROCUREMENT STAGE /ACTIVITY	STANDARD TIME (DAYS)						
		ICT	NCT	INRT	NRT	SINGLE SOURCE	MINOR VALUE	INDIVIDUAL SELECTION
	Eol/ Pre-qualification Process							
1	Duration from the initiation of the need by the user department until the approval by the AO	4	2	3	2	1	1	1
2	Duration from the preparation of Eol/ pre-qualification documents by PMU until approval by the AO/TB	3	3	3	3	1	1	1
3	Duration from the approval of the Eol/pre-qualification advertisement to the date of advertising the tender opportunity	2	1	1	1	1	1	1
4	Duration from the tender advertisement to the time of opening the tender	14	5	7	5	3	3	3
5	Duration from Eol/pre-qualification documents opening until appointment of the Evaluation Team by AO	2	2	2	2	1	1	1
6	Duration from the date of appointment of the Evaluation Committee to the commencement of the evaluation process	1	1	1	1	1	1	1
7	Duration for the Evaluation Team to evaluate submitted Eol/pre-qualification	3	3	3	3	3	3	3

S/N	PROCUREMENT STAGE /ACTIVITY	STANDARD TIME (DAYS)						
	documents to the date of submission of the evaluation report to the PMU							
8	Duration from receipt of evaluation report, review and preparation of evaluation summary by PMU until submission to AO/TB for Approval	2	2	2	2	2	1	1
9	Duration from approval of the evaluation report by the AO/TB until issuance of the letter of pre-qualification notice to all bidders who participated in the tender	3	3	3	2	2	1	1
	Time Spent under this Process	37	23	26	21	20	16	15
10	* Duration spent by PE for internal clearance/arrangement to start the process for invitation of RFP, e.g., preparation and approval of RFP document in case the RFP document was not prepared and approved at the initial stage (on S/N 1)	7	4	5	3	2	2	2
	Time Spent under this Process	7	4	4	3	2	2	2
11	Duration from the invitation of the RFP to the time of opening of the submitted RFP	14	10	10	5	3	3	3
12	Duration from RFP opening until appointment of the Evaluation Team by AO	2	2	2	2	1	1	1
13	Duration from the date of appointment of the Evaluation Team until	1	1	1	1	1	1	1

S/N	PROCUREMENT STAGE /ACTIVITY	STANDARD TIME (DAYS)						
	commencement of the evaluation process							
14	Duration for the Evaluation Team to evaluate the technical proposal and submission of the evaluation report to the PMU	5	5	5	3	3	3	3
15	Duration for receipt of evaluation report, review and preparation of evaluation summary by PMU until submission to AO/TB for Approval	2	2	2	1	1	1	1
16	Duration from approval of the evaluation report by TB until notification of the technical evaluation results to all bidders who were invited to submit RFP	5	5	5	2	1	1	1
	Time Spent under this Process	29	25	25	14	10	10	10
17	Duration from the notification of technical results to the time of opening of financial proposals	5	5	5	2	2	2	2
18	Duration from financial proposals until appointment of Evaluation Team by AO	2	2	2	1	1	1	1
19	Duration spends by the Evaluation Team from appointment date until commencement of the financial proposal evaluation process	3	2	2	1	1	1	1
20	Duration spent by the Evaluation Team to evaluate the financial proposal and submission of the combined evaluation report to the PMU	5	5	5	3	3	3	3

S/N	PROCUREMENT STAGE /ACTIVITY	STANDARD TIME (DAYS)						
21	Duration from receipt of the evaluation report, review and preparation of the combined evaluation summary by PMU until submission to the AO/TB for approval	5	4	4	2	1	1	1
22	Duration from approval of combined evaluation report by AO/TB until issuance of the letter of intention to award of contract to all bidders whose financial proposals were evaluated	4	3	3	2	1	1	1
23	Duration from the issuance of the letter of intention to award to the time of issuance of the letter of acceptance (award letter)	7	5	5	3	0	0	0
24	Duration from date of end of cool period until submission of draft contract for vetting	5	5	5	3	1	1	1
25	Duration for vetting of contract by legal officer or AG	14	7	7	7	7	3	3
26	Duration from lapse of time for vetting to the signing of contract	7	7	5	3	4	2	2
	Duration Spends under this Process	57	45	43	27	21	15	15
	Total Duration Spends for the whole Process	125	94	95	64	46	40	40