PUBLIC PROCUREMENT REGULATORY AUTHORITY

(PPRA)

GUIDELINES FOR EVALUATION OF TENDERS IN PROCUREMENT OF GOODS, WORKS AND NON-CONSULTANCY SERVICES, 2026

JANUARY 2026

Non-Consultancy

GUIDELINES FOR EVALUATION OF TENDERS IN PROCUREMENT OF GOODS, WORKS AND NON- CONSULTANCY SERVICES, 2026

Approved by	Title	Signature	Date
Board of Directors	Director General		21st January 2026

Issued by:

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ABBREVIATIONS AND ACRONYMS

Cap	-	Chapter
G.N.	-	Government Notice
PPRA	-	Public Procurement Regulatory Authority
PE	-	Procuring Entity
PPA	-	Public Procurement Act, Cap 410
PPR	-	Public Procurement Regulations, G.N. No. 518 of 2024

DOCUMENT VERSION CONTROL

Name of the Document	Guidelines for evaluation of Tenders in Procurement of Goods, Works and Non- Non-Consultancy Services, 2025.
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Developed by	PPRA
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Applicability	PPRA, Tenderers and PEs
Purpose	To guide Procuring Entities on how to evaluate tenders in the Procurement of Goods, Works and Non-consultancy Services.
It is part of	Public Procurement Guidelines issued by PPRA
Related Documents	PPA, CAP 410, PPR, GN 518 of 2024 (as amended)
Official Repository	Office of the Director General
Distribution	Board, Management, PEs, and Tenderers

REVISION HISTORY

Revision Number	Revision Date	Section/Part	Revision Description

PART I: INTRODUCTION			
1.	**Background**	1.1.	The Public Procurement Regulatory Authority (PPRA), in accordance with Section 130 of the Public Procurement Act, Cap 410, is mandated to develop and issue guidelines for the effective implementation of the Act.
		1.2.	These Guidelines are made in compliance with regulations 209,210,211,212, 229, and 230 with regard to the evaluation of tenders in the Procurement of Goods, Works and Non-Consultancy Services.
2.	**Short Title**	2.1.	These Guidelines shall be cited as the "**Guidelines for evaluation of Tenders in procurement of Goods, Works and Non-Non-Consultancy Services, 2025.**"
3.	**Application**	3.1.	These Guidelines shall apply to all PEs during the evaluation of tenders in the Procurement of Goods, Works and Non-consultancy Services.
4.	**Interpretation**	4.1.	In these Guidelines, unless the context requires otherwise- **"Act"** means the Public Procurement Act, Cap. 410; **"Accounting Officer"** shall have the meaning ascribed to it under the Act. **"Authority"** means the Public Procurement Regulatory Authority. **"Chairperson of evaluation committee,"** for the purpose of these guidelines, means the person appointed by the Accounting Officer to be the chairperson of an evaluation committee

			"Tenderer" shall have the meaning ascribed to it under the Act. **"Evaluation committee"** means an evaluation committee established under Section 42 of the Act. **"Regulations"** means the Public Procurement Regulations, 2024 (G.N. No. 518 of 2024); **"Tender board"** means a tender board established under Section 32 of the Act.
5.	**Purpose of the Guidelines**	5.1.	To guide Procuring Entities on how to evaluate tenders in the Procurement of Goods, Works and Non-consultancy Services.
		5.2.	The Specific Purpose of these Guidelines is to guide on: - a) Commercial evaluation of tender; b) technical evaluation of tender; c) financial evaluation of tender; and d) preparation of the evaluation report.
6.	**Rationale of these Guidelines**	6.1.	These guidelines will ensure that the evaluation of Tenders for the Procurement of Goods, Works and Non-Consultancy Services complies with the legal requirements during the evaluation process.
		6.2.	The use of these Guidelines will standardize the reporting format for all PEs.

PART II: APPOINTMENT, COMPOSITION AND DUTIES OF THE EVALUATION COMMITTEE			
7.	**Composition**	7.1.	The Evaluation Committee shall consist of a minimum of three (3) members and a maximum of five (5) members.
		7.2.	Under exceptional circumstances, the accounting officer may form an Evaluation Committee of more than five (5) members depending on the value and complexity of the procurement, if there are justifiable reasons to increase the number of members of the evaluation committee.
		7.3.	Subject to sub clause 7.2, where there is an increase in the number of members of the Evaluation Committee, an odd number shall be maintained.
		7.4.	The Chairperson of the evaluation committee shall be fully acquainted with the evaluation procedures and shall be familiar with the contents of the Request for Proposal documents during the evaluation process.
8.	**Appointment of the evaluation committee**	8.1.	The Procurement Management Unit, in collaboration with the user department of a procuring entity, shall recommend names of the Evaluation Committee to the Accounting Officer for appointment of both the chairperson and members of the Evaluation Committee.

		8.2.	The recommended committee members shall comprise: a) at least one member with technical know-how of the subject matter under procurement; b) a member(s) from user department; c) other member(s) with an appropriate level of expertise and experience, depending on the value and complexity of the procurement requirement; and/ or d) a member with procurement expertise, provided that such member shall not be involved in subsequent proceedings of the tender in question.
		8.3.	Members of the evaluation committee may be public officials or external to the procuring entity, where the required skills or experience are not available within the procuring entity or where members are indisposed or have a conflict of interest.
		8.4.	In the event that one of the members of the evaluation committee is unable to perform the evaluation duties, the accounting officer shall appoint another member with necessary qualifications as a replacement, or may opt to appoint a new evaluation committee.
		8.5.	Notification of appointment of evaluation committee members shall be sent to the members through the system with the tender number and description, and the duration of the evaluation.

		8.6.	The Chairperson of the evaluation committee shall be fully acquainted with the evaluation procedures and shall be familiar with the contents of the tender document during the evaluation process.
9.	**Duties of Chairperson**	9.1.	The chairperson of the Evaluation Committee in managing the evaluation process shall have the following duties: - a) Opening the evaluation to allow other members to declare a conflict of interest; b) ensuring all members have a common understanding of their roles, responsibilities, the process of evaluation and objectives to be achieved in a particular evaluation; c) ensuring the evaluation team has access to all necessary information; d) initiating the evaluation process; e) ensuring the conduct of the evaluation is in accordance with all legal requirements; f) ensuring all committee members perform their duties as per the scope of work; g) managing communication between the evaluation committee and PMU in all matters relating to evaluation; h) ensuring members of the evaluation committee provide justifications for

			their evaluation decisions that match with justifications provided; i) providing general justifications for each tenderer and finalizing each evaluation stage; j) closing the evaluation process and generating the evaluation report; and k) signing and submitting the evaluation report to PMU for further action.
10.	**Duties of the Evaluation Committee**	10.1.	The evaluation committee shall evaluate tenders based on the evaluation criteria explicitly stipulated in the tender document. The duties of the Evaluation Committee shall be to: a) familiarize with the tender document, and agree on the detailed evaluation criteria as stipulated in the tender document, where necessary; b) Conduct an evaluation based on the requirements of the tender document and these Guidelines; c) Prepare an evaluation report and submit to PMU
PART III: QUORUM, CONDUCT AND CONFLICT OF INTEREST			
11.	**Quorum of the evaluation committee**	11.1.	The quorum for the evaluation committee shall be all members of the evaluation committee.

12.	**Conflict of Interest**	12.1.	Each committee member shall individually declare and sign a covenant form to declare whether or not he has any interest in any of the tenderers who have submitted the tenders, and an undertaking not to disclose to unauthorized parties not related to the evaluation any information related to the tenders or tenderer. The declaration shall be made part of the report.
		12.2.	If a member of an evaluation committee has any interest, such as pecuniary interest, personal interest or otherwise, direct or indirect in any of the tenderer, firms, associations or joint ventures that have submitted tenders, they shall disclose the interest and shall not take part in the evaluation, consideration or discussion with respect to the tender under evaluation.
		12.3.	Where a member of the Committee has declared a conflict of interest under this clause, a new member shall be appointed in accordance with these Guidelines.
PART IV: EVALUATION OF TENDERS			
13.	**Tender Evaluation**	13.1.	PE shall evaluate all opened tenders to determine the "cost or price" of each tender to permit meaningful comparison among responsive tenders.

		13.2.	The evaluation shall be conducted based on the evaluated cost or price, thereby allowing the determination of the "lowest evaluated tender" for the procurement of goods, works or services or “the highest evaluated price” for revenue collection to be recommended for an award.
		13.3.	The lowest evaluated tender may not necessarily be the lowest-priced tender.
14.	**Evaluation Criteria**	14.1.	The evaluation criteria shall be spelt out as precisely as possible in the tender document during the tendering and be made available to the evaluation committee.
		14.2.	All tenders shall be evaluated in accordance with the criteria prescribed in the tender documents.
		14.3.	The tender evaluation committee shall evaluate and make a comparison between the tenders on the following aspects: a) Commercial; b)Technical; and c)Financial
		14.4.	The Evaluation Committee shall read and understand the requirements of the Tender Document concerning the criteria for evaluation of submitted tenders.
		14.5.	The evaluation committee shall not deviate from the criteria specified in the tender document.
15.	**Evaluation procedure**	15.1.	Before commencing the actual evaluation, tender basic data shall be made available to the evaluation committee through the

			System, which includes, but is not limited to the following: - a) Tender document and all modifications and clarifications if any; b) Estimated budget; c) Record of tender opening; d) List of invited tenderers; e) Approvals dates by the Tender board or Accounting Officer during the procurement process.
		15.2.	PE shall evaluate a systematic procedure to ensure a fair, cost-effective and compliant evaluation process. The systematic steps shall include: a) Commercial evaluation; b) Technical evaluation; and c) Financial evaluation
16.	**Evaluation of the Commercial aspects of the tender**	16.1.	Prior to the commercial evaluation of tenders, the tender evaluation committee shall carry out a preliminary examination of the tenders to determine whether: - a. eligibility requirements; b. each tender is substantially responsive to the requirements of the tender documents; c. the tender form and price schedules are properly signed; d. Power of attorney is submitted and properly signed; e. the required securities have been provided in a manner

			prescribed in the tender document; and f. other required documents have been properly signed by an authorized representative.
		16.2.	After conducting a preliminary evaluation of tenders determined not eligible, not accompanied with tender security, not properly signed and generally not in order, will be rejected from further consideration.
		16.3.	All tenders that have met preliminary evaluation requirements shall be subjected to commercial evaluation to assess the responsiveness of terms and conditions, which may include the following: - a) Tenderer litigation history; b) Compliance with the prescribed delivery or work schedule; c) Submission of Sexual Harassment Performance Declaration (if required); d) Compliance with tender validity period; e) Compliance with financial ratios requirements; f) Compliance with annual average turnover requirements; g) Compliance with the required access to financial resources requirements; h) compliance with minimum experience criteria as specified in the tendering documents;

			i) compliance with the conditional tenders, such as conditions in a tender which limit the tenderer's responsibility to accept an award; j) acceptance of the price adjustment formulae stipulated in the tender documents; k) compliance with subcontracting requirements; and l) submission of major supporting documents required by the tender documents.
		16.4.	Tender shall be considered to be substantially responsive if it conforms to all terms, conditions and specifications of the tender document without material deviation or reservations.
		16.5.	Any material deviations from the commercial terms and conditions provided under sub clause 16.3 above shall cause rejection of a tender.
		16.6.	Tenders determined to be substantially responsive shall be subjected to technical evaluation.
17.	**Evaluation of the Technical aspects of the tender**	17.1.	All tenders determined to be substantially responsive shall be subjected to technical evaluation. The aspects to be evaluated, subject to the tender document, may include the following: - a) review of the submitted information on the current contract commitment to establish tenderer capabilities to

			execute the prospective contract (if awarded); b) review of the submitted information on the tenderer's possession of general and specific experience in the execution of similar or related contracts; c) review of the tenderer's compliance and adequacy of the submitted risk management plan if required; d) review of tenderer's compliance on personnel requirements that include qualifications, experience or number of personnel; e) review of submitted site organization to determine adequacy of plan and structure; f) review of tenderer's compliance with required equipment or plant; g) review of the adequacy of the submitted construction management strategy; h) review of the submitted mobilization schedule, method statement, and implementation plans to determine the realism, adequacy and compliance with the required scope; and i) review of tenderer's conformance to the technical specifications and statement of requirements

			j) Review of the compliance with the environmental issue, social aspects, and sustainability.
		17.2.	Tender shall be considered to be substantially technical responsive if it conforms to the technical requirements provided under sub clause 17.1 of these Guidelines and tender documents; non-conformance amounts to rejection of a tender.
18.	**Evaluation of the Financial aspects of the tender**	18.1.	The tenders that pass the technical evaluation, subject to sub clause 17.2 of these Guidelines, shall be subjected to financial evaluation. During the financial evaluation and comparison of tenders, the evaluation committee shall: - a) Review that the tenderer has quoted all required items in the package; b) exclude, import duties and local taxes incorporated in the cost of the items if so, specified in the tender document for comparison purposes; c) Convert different currencies of the tenders into a single currency (in Tanzanian shillings) using the exchange rate and on the date provided in the tender document for

			the subsequent calculations or comparisons; d) Consider all costs/prices proposed by the tenderers, including the Cost of inland transportation, insurance, mobilization, installation and other costs incidental to implementation of the contract, are included in the total tender price.
		18.2.	The amount obtained by the use of a price adjustment formula shall not be taken into account during the evaluation and comparison of tenders
		18.3.	Discounts offered in accordance with the tender document that are conditional on the simultaneous award of other contracts or lots of the contract package (cross-discounts) shall not be incorporated until the completion of all other evaluation steps.
		18.4.	The unconditional discounts shall be considered during the comparisons of the tenders.
19.	**Evaluation of tenders under common use items and services**	19.1.	The evaluation process of the common use items shall be conducted as provided under the Guidelines for use of the national electronic procurement system of Tanzania in public procurement and supply management of 2025, issued by the Authority.

20.	**Application of Margin of Preference in the evaluation of Goods, Works or Non-Consultancy Services**	20.1.	Where a margin of preference is applicable, the financial proposals of the successful tenderer shall be evaluated as per the Guidelines for application of preference scheme in public procurement of 2025, issued by the Authority.
21.	**Determination of the successful tender**	21.1.	The successful tender shall be the tender with the lowest evaluated tender price in case of goods, works or services, or the highest evaluated tender price in case of revenue collection, but not necessarily the lowest or highest submitted price.
		21.2.	The ranking of the tenderer shall be done by the evaluation committee after completion of the financial evaluation.
22.	**Price Normality**	22.1.	The evaluation committee shall determine that the tender price of the lowest evaluated tenderer is normal or above or abnormally low compared to the pre-determined tender value estimated by a procuring entity.
		22.2.	Where the lowest evaluated tender is determined to be above the pre-determined tender value estimated by a procuring entity, the evaluation committee shall recommend for negotiation.

		22.3.	A tender shall be considered to be abnormally low where the tender price submitted is below the pre-determined tender value estimated by a procuring entity at the rate stated in the tender document.
		22.4.	Where the lowest evaluated tender is determined to be abnormally low, the evaluation committee shall perform the following: - a) Comparing the tender price with the pre-tender estimates; b) Comparing the tender price with the average tender price offered by other tenderers submitting substantially responsive tenders; c) Comparing the tender price with prices paid in similar contracts in the recent past; or d) Comparing the tender price with the available Price Caps set by the Authority.
		22.5.	The evaluation committee shall recommend rejection of the lowest evaluated bidder if it has been determined to be abnormally low in relation to the subject matter of the

			procurement and raise concerns as to the ability of the tenderer to perform the contract effectively.
		22.6.	Before recommending rejection of an abnormally low tender, the evaluation committee shall- (a) request for explanation from a tenderer of the tender or of those parts which it considers contribute to the tender being of abnormally low price; (b) take into account the evidence provided in response to a request under Sub Clause 22.6(a); and (c) verify the tender or parts of the tender with an abnormally low price.
		22.7.	The decision of the procuring entity and grounds thereof for rejection of an abnormally low tender shall be recorded in the procurement proceedings and promptly communicated to the tenderer concerned.
23.	**Tender Evaluation Report**	23.1.	a) The Evaluation Committee shall prepare and submit the evaluation report to the Procurement Management Unit for review. b) Where the evaluation and preparation of the report is not conducted in accordance with evaluation guidelines, the Procurement Management Unit shall return the evaluation report to the Evaluation Committee for re-evaluation.

			c) The Procurement Management Unit shall, after review, submit the report and its recommendations to the Tender Board or the Accounting officer for approval.
		23.2.	The report may indicate items or areas to be discussed during negotiations.
24.	**Review of the evaluation report by the Tender Board or the Accounting officer**	24.1.	The Tender Board or Accounting Officer shall review and approve the evaluation report submitted by the Procurement Management Unit.
		24.2.	The accounting officer or tender board shall review the evaluation report and recommendations for the award of the contract to the tenderer and may: a. approve the recommendations for contract award; or b. return for reevaluation of the tender, re-advertisement of the tender, or take such other actions with reasons.
25.	**Post qualification**	25.1.	The PE may conduct post-qualification to determine whether the lowest evaluated tenderer has the capability, legal capacity and resources to carry out the contract.
		25.2.	The post-qualification shall verify, validate, and ascertain all statements made and documents submitted by the lowest evaluated tenderer using non-

			discretionary criteria, as stated in the tender document.
		25.3.	The criteria for post-qualification shall be set out in the tender document and shall include: (a) legal requirements: to verify, validate, and ascertain licenses, certificates, permits, and agreements submitted by the tenderer and the fact that it is not included in any "blacklist"; (b) technical requirements: to determine compliance of the requirements specified in the tender document, including, where applicable, verification and validation of the tenderer's experience on similar contracts, the competence and experience of the key personnel to be assigned to the contract and equipment capability as stated in the submitted tender; (c) financial capability: to verify, validate, and ascertain the audited financial statements of the tenderer and the sources of funds; (d) knowledge of local working conditions; such as language capability; Culture and ethnicity; and experience in a similar environment;

			(e) current commitments; to establish tenderer capabilities to execute the prospective contract (if awarded) with other current commitments possessing (f) litigation record; to find whether the tenderer has litigation records that may affect the implementation of the prospective contract or (g) any other relevant criteria.
		25.4.	Where the lowest evaluated tenderer does not meet the post-qualification criteria- (a) The tender shall be rejected; and (b) where applicable, post-qualification shall be conducted to the next-ranked tenderer.
		25.5.	The result of the post-qualification shall be embodied in a formal report.
		25.6.	Where post qualification of the tenderer was conducted the post qualification report shall be submitted together with the evaluation report to the Procurement Management Unit as the final evaluation report.
		25.7.	The procedure for appointments of the post-qualification team shall be as provided under Guidelines for use of National Electronic Procurement System

			of Tanzania in Public Procurement and Supply Management, 2025
Section V: HANDLING DISAGREEMENTS IN EVALUATION PROCESS			
26.	**Disagreements between the Accounting Officer and the Tender Board**	26.1.	Where the accounting officer is not satisfied with the decision of the tender board regarding the application or interpretation of any procurement method, process or practice, the matter shall be handled in accordance with regulation 59 of the Regulations.
		26.2.	In any case, the Accounting Officer or Chief Executive Officer shall not decide on behalf of the Tender Board.
27.	**Disagreements between the Tender Board and the PMU**	27.1.	Likewise, where a tender board disagrees with the recommendations of the procurement management unit, the matter should be handled in accordance with regulation 60 of the Regulations.
28.	**Disagreements between the delegated Tender Board and the delegated PMU**	28.1.	Where a delegated tender board disagrees with the recommendations of a delegated procurement management unit, the matter should be handled in accordance with regulation 61 of the Regulations.
29.	**Disagreements between the Procurement management unit and the user department**	29.1.	Where a PMU disagrees with the user department concerning any decision about the application or interpretation of any procurement method, process or practice, the matter should be handled in accordance with regulation 62 of the Regulations.

30.	**Disagreements between the PMU and the evaluation committee**	30.1.	Where a PMU disagrees with the evaluation committee on the evaluation report, the matter should be handled in accordance with Regulation 563 of the Regulations.
31.	**Repeal of Previous Guidelines**	31.1.	The Guidelines for Evaluation of Tenders in Procurement of Goods, Works and Non-Consultancy Services of 2020 Version No.: PPRA: GL/05/2020/EGWNCS are hereby repealed and replaced by these Guidelines.
32.	**Review of the Guidelines**	32.1.	These Guidelines shall be reviewed every three years or may be amended anytime when the need arises.

Annex I: Tender Evaluation Summary Checklist

1. Attach tender opening record.

2. Explain any inconsistencies between prices and modifications to prices read out at tender opening (and written into the record) and presented in Table 4.

3. Check with direct reference to the tenders the compilation of the price quoted by each tenderer, as indicated in the read-out prices, evaluation sheet/ ranking statement.

4. Check once again the tenders of the firms whose offers are proposed to be disqualified, to satisfy that the proposal(s) to disqualify is/are in accordance with the rules.

5. With particular reference to those offers which have been proposed to be disqualified on the grounds of unsatisfactory past performance, check whether the assessment and decision to ignore is reasonable and valid.

6. With particular reference to those offers which have been proposed to be disqualified on the grounds of fraud or corruption, check whether the assessment and decision to ignore is reasonable.

7. Provide details on eliminating any tender during preliminary examination (Table 5). Copy selects pages from tenders, as desirable, to show examples of objectionable features.

8. If provisional sums in Table 6 vary among tenderers, explain. Explain any substantial corrections for computational errors that may affect the ranking of the tenderers.

9. Provide a copy of the rates requested for Table 7 and used in Tables 8 or 9.

10. The additions, adjustments, and priced deviations in Table 10 require detailed explanations where they may affect the ranking of tenderers.

11. Eligibility for domestic preference, as indicated in Tables 11 or 12, must be verified if the ranking of tenders is affected. Provide details in an attachment. Exclusions to the calculations for preference should be explained if similarly significant.

12. Explain any cross-discount (paragraph 17(b)) not read out and recorded at tender opening. In addition, attach copies of any evaluation reports for the other related contracts awarded to the same tenderer.

13. Provide detailed reasons to award a contract to a party other than the lowest evaluated tenderer (paragraph 17(c)).

14. A detailed examination of one or two higher offers in the vicinity of the one recommended should be made with a view to avoiding possible mistakes.

15. If an alternative tender is accepted, provide a detailed explanation of the reasons for its acceptance, addressing issues of timeliness, performance, and cost implications (paragraph 17(d)).

16. An attachment to Table 13 should explain adjustments to the price provided on line 10. Explain any changes to the scope of tender and contract conditions.

17. Provide evidence of alternative insurance.

18. Attach copies of any correspondence from tenderers that raise objections to the tendering and evaluation process, together with detailed responses.

19. Attach copies of any letters to tenderers requesting clarifications. Provide copies of responses.

20. Check whether or not sufficient funds commensurate with the procurement proposals are available.

21. Submit tender evaluation report with a separate evaluation report from the consultant, if one was commissioned.

22. Ensure that the tender evaluation report is double-checked, paginated, and complete, and includes a Letter of Transmittal. The accounting office or the tender boards, subject to the threshold, will only review reports that are sent to them by the proper authorities.

23. Send through the electronic procurement system

Annex II: Personal Covenant for Members of the Evaluation Committee

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THE PUBLIC PROCUMENT ACT, Cap. 410

PERSONAL COVENANT

1. I ………………… (full name of member) ………………… (*designation of member*) of …………………… (*name of institution*), being a Member of the Evaluation Committee for Tender No. ………………… of ………………… for the

   ………………… (*description of services*) constituted under Section 42 of the Public

   Procurement Act, 202322023 DO HEREBY state as follows: -

   a) That, I do not have any interest, pecuniary or otherwise, directly or indirectly in any of the consultants, firms, associations or joint ventures that have submitted expressions of interest/proposals for the above-mentioned tender; that is to say:-

   i) M/s ……………………… ii) M/s ……………………… iii) etc. ………………………..

   b) That, all knowledge, reports or any other materials not within the public domain which I may acquire from the evaluation process, by virtue of the performance of my duties as Member of the said Evaluation Committee, shall for all time and for all purposes be regarded by me as strictly confidential and I shall not divulge them to persons not officially concerned with this evaluation process.

c) That, as a Member of the Evaluation Committee, shall at all times adhere fully to the terms and conditions contained in the Public Procurement Act 2023 and the Public Procurement Regulations, 2024 – Government Notice No. 518 of 2024

d) That the breach of this Covenant or any provisions of the Public Procurement Act, 2023shall not preclude the institution of criminal proceedings pursuant to the Penal Code, the Prevention of Corruption Act, or any other written law against me.

2. Signed by the said ……….. this ……………….. day of ……………….. 20 ………

Anex III: Personal Covenant for Members of Tender Boards

THE PUBLIC PROCUREMENT ACT, Cap. 410

PERSONAL COVENANT

3. I ……………… (*full name of member*) ……………….. (*Designation of member*) of ……………………… (*name of institution from where the member comes from*) being a Member of the [Ministry / Regional/District etc] Tender Board of the ……………
(*Name of the institution for which this selection is being done*) constituted under
Section 32 of the Public Procurement Act, 2023DO HEREBY state as follows:-

a) That, I do not have any interest, pecuniary or otherwise, directly or indirectly in any of the consultants, firms, associations or joint ventures that have submitted expressions of interest/proposals for the above-mentioned tender; that is to say:-

i) M/s ……………….. ii) M/s ………………. iii) etc ………………….

b) That, all knowledge, reports or any other materials not within the public domain which I may acquire from the evaluation process, by virtue of the performance of my duties as Member of the tender board, shall for all time and for all purposes be regarded by me as strictly confidential and I shall not divulge them to persons not officially concerned with this evaluation process.

c) That, as a Member of the tender board, shall at all times adhere fully to the terms and conditions contained in the Public Procurement Act 2023 and the Public Procurement Regulations, 2024 – Government Notice No. 518 of 2024

d) That the breach of this Covenant or any provisions of the Public Procurement Act, 2023shall not preclude the institution of criminal proceedings pursuant to the Penal Code, the Prevention of Corruption Act, or any other written law against me.

3. Signed by the said ……………………….. this ……………….. day of ………………………….. 20 ………