

GUIDANCE ON CONCLUSION OF TENDERS ON THE ELECTRONIC GOVERNMENT PROCUREMENT SYSTEM

For the purposes of regulation 87 of Statutory Instrument No. 30 of 2022 (The Public Procurement Regulations, 2022) the Authority hereby instructs all procuring entities to ensure that all tenders published on the electronic government procurement (e-GP) system should be finalized as either awarded or cancelled depending on the circumstances for the respective tender. This is for the purpose of facilitating the remitting of the forty percent (40%)/sixty (60%) percent share of tender participation fees between the Authority and the respective procuring entity for awarded tenders. Further, a procuring entity that cancels a tender on the system is required to refund the bidders who paid the participation fee in line with regulation 87(5) of the Public Procurement Regulations.

Failure to comply will delay the remittance of sixty (60) percent of the tender participation fees to the procuring entity.

Instructions:

1. Do NOT send bidders to the Authority to request for refunds in the event of cancelled tenders but proceed as guided in Regulation 87(5) of the Public Procurement Regulations.
2. All tenders concluded on the system must have the following status: “Awarded”, “Established (in case of framework agreements)” or “Cancelled”.