

REPUBLIC OF RWANDA



RWANDA PUBLIC PROCUREMENT AUTHORITY (RPPA)

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Kigali, on.....

04 AUG 2020

N° 010/2020/2021-0222/RPPA

The Chief Budget Managers (All)

RE: RPPA Training Program on Procurement Procedures

Dear Madam/Sir,

It has been realized that some procuring entities (PEs) need training on public procurement laws and procedures and request trainers from Rwanda Public Procurement Authority (RPPA) at different times and every so often on a very short notice where RPPA is not able to satisfy all those requests.

It is in this regard that Rwanda Public Procurement Authority would like to inform you the following:

1. All Procuring Entities wishing RPPA to train their staff are requested to plan for procurement trainings ahead of time and to inform RPPA not later than 15th June of each year to allow an elaboration of a whole year training calendar which shall be communicated to all PEs before the starting of a new Financial year. Late requests will likely not be treated;
2. A Procuring Entity that organizes a training will be requested to cover all expenses thereto in accordance with RPPA letter N°.010/2011-037/RPPA of 12th January 2011 related to the planning of training budget;
3. RPPA will be organizing online training programs where possible and Procuring Entities willing to use this option will be required to prepare all required equipment to allow their staff attend the training.

4. Training certificates will be awarded to those having attended the training 100%.
5. For this current Financial year, all PEs wishing their staff to be trained are requested to submit their request not later than 15th August,2020.
6. Every request shall contain following information: Number of staff to be trained; their respective positions and areas they wish to be trained on.
7. Priority shall be given to new members of tender committees and newly recruited procurement officers. However, CBMs are encouraged not to change the staff in these positions anyhow unless there is a justifiable reason.
8. Given various issues identified by RPPA while auditing procurement proceedings, CBMs and members of the Management are encouraged to attend the trainings on procurement and RPPA shall organize separate sessions targeting these groups
9. For PEs that had submitted their requests for this financial year, they are requested to submit the above mentioned details indicating if their members of Management are also willing to be trained and share them with the Head of Capacity Development Unit on this email address: csibomana@rppa.gov.rw

We wish you all a success in this new Financial Year and a continuous collaboration.

Yours Sincerely,


UWINGENEYE Joyeuse
Director General



Cc: - Hon. Minister of Finance and Economic Planning