

REPUBLIC OF RWANDA



RWANDA PUBLIC PROCUREMENT AUTHORITY (RPPA)

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Kigali on

N° 010/2014 - 550/RPPA

THE CHIEF BUDGET MANAGER (ALL)
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Dear Sir/Madam

Subject: Procurement issues to be take into account

Basing on the resolutions of the consultative meetings that RPPA have had with some Chief Budget Managers, procurement officers and other stakeholders including the representative of civil society, government suppliers/contractors etc., I would like to share with you some recommendations of these meetings during the aforementioned meetings and request you to take immediate measures to address some procurement issues that some procuring entities face today:

- I. To know very well the nature of supplies, services or works which are to be procured by procuring entities before tenders advertisement and be sure that technical specifications and/or terms of reference are clear, complete and unambiguous to enable you to get what was really needed and this will reduce disputes between government suppliers/contractors and procuring entities.
- II. All procuring entities that ward contracts for works are requested to do the following:
 - ✓ To always put in place a competent committee to approve construction project's studies, before tenders advertisement and executed works before provisional handover;
 - ✓ For major works, there must be a presentation detailing what is to be constructed to the management of the procuring entity and any other invited persons and experts before and after the study. The last presentation should be made before the final approval of the study,

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- III. It has been noted that some Chief Budget Managers do not review and advise sufficiently on technical specifications and terms of reference as well as contract implementation issues. We therefore request all Chief Budget Managers to be more involved in procurement activities and always make timely decisions on all procurement matters, especially on contract implementation issues. This involvement requires close follow-up of ongoing procurement and contract execution and related issues,
- IV. There is a necessity for Chief Budget Managers and Heads of institutions for their training and continuous training of their procurement officers and members of tender committees in public procurement procedures,
- V. Include in the tender document a list of items that should be read out during the opening ceremony and when opening bids, the chairperson of the opening committee must read out these items and all other necessary documents submitted by bidders as provided for by article 24 of the procurement law no 05/2013 of 13/02/2013 modifying and completing the law no 12/03/2007 on public procurement,
- VI. Before making any payment to the contractor/supplier the procuring entity must make sure that the contractor/supplier has paid all local laborers to avoid any future claim that can come from the unpaid personnel and laborers the contractor/supplier utilized,
- VII. To increase the trust and confidence of bidders, during the opening of bids, bidders present should select a representative to act as a witness to the work being done by the bids opening committee. This witness should check that the information being read from different bids is true and will have permission to initial original bids. The name of selected person should be recorded in the tender opening report.

Sincerely,

SEMINEGA Augustus
Director General of RPPA



C.C:

- Hon. Minister of Finance and Economic Planning