

Get in Touch

**Procurement Policy Unit (PPU)**

Ministry of Finance and Public Enterprises, Procurement Policy Unit (PPU), Head Office, Windhoek, Namibia

www.eprocurement.gov.na

+264-61-209 9404

# Checklist for Successful Procurement: Following the Rules in Namibia

By Following this Checklist, We Ensure Fairness and Trust

## Compliance Matters: Procure with Confidence, Lead with Integrity

<p><b>Procurement Reference Number:</b></p> <p>.....</p> <p><b>Procurement Description:</b></p> <p>.....</p>	<p><b>Invitation to Bid</b> YES   NO</p> <p>1. Is the correct method of invitation utilised in the procurement process? (i.e., Newspaper of wide circulation, e-GP Portal, Email Distribution, Website of the Entity), Etc.) <input type="radio"/> YES <input type="radio"/> NO</p> <p>2. Is the period of bid invitation the required number of days? (See Regulation 35) <input type="radio"/> YES <input type="radio"/> NO</p> <p>3. Does the issued bid document and/or purchase register clearly indicate the bidders and their contact details? <input type="radio"/> YES <input type="radio"/> NO</p>	<p><b>Procurement Committee</b> YES   NO</p> <p>1. Is there evidence of PC meeting minutes revealing review of the procurement exercise? <input type="radio"/> YES <input type="radio"/> NO</p> <p>2. Is the Procurement Committee properly constituted? (See Regulation 9(4)) <input type="radio"/> YES <input type="radio"/> NO</p> <p>3. Prior to the review of procurement did members of the Procurement Committee signed/declared no conflict of interest in line with Section 66(1)? <input type="radio"/> YES <input type="radio"/> NO</p> <p>4. Do the Procurement Committee minutes identify the request being made, the proceedings, the issues raised, as well as the recommendation to the Accounting Officer (AO)? <input type="radio"/> YES <input type="radio"/> NO</p> <p>5. Are minutes of the procurement committee meeting written, and signed off by Secretary and Chairperson? <input type="radio"/> YES <input type="radio"/> NO</p>
<p><b>Purchase Requisition</b> YES   NO</p> <p>1. Is there an approved purchase requisition/ submission from the User department for the procurement? (See Regulation 8(2)(e)) <input type="radio"/> YES <input type="radio"/> NO</p>	<p><b>Date of Bid Opening and Closing</b> YES   NO</p> <p>1. Did the Public Entity conduct a bid opening session as provided? (See Section 51) <input type="radio"/> YES <input type="radio"/> NO</p> <p>2. Was the bid opening report published on the e-GP Portal within 3 working days? (See e-GP Guideline) <input type="radio"/> YES <input type="radio"/> NO</p>	<p><b>Selection for Award</b> YES   NO</p> <p>1. Did the accounting officer issue a notification of selection for award to all bidders? <input type="radio"/> YES <input type="radio"/> NO</p>
<p><b>Procurement Planning</b> YES   NO</p> <p>1. Was an Individual Procurement Plan (IPP) developed for the procurement exercise? <input type="radio"/> YES <input type="radio"/> NO</p> <p>2. Is the IPP prepared using the standard template issued by the PPU? <input type="radio"/> YES <input type="radio"/> NO</p> <p>3. Is the procurement exercise part of the Annual Procurement Plan (APP) for the financial year? <input type="radio"/> YES <input type="radio"/> NO</p> <p>4. Is the evidence of certification of availability of funds by the Accounting Officer or delegated official? (i.e., Financial certificate, certification in terms of the IPP) (See Section 25(4)(b)) <input type="radio"/> YES <input type="radio"/> NO</p>	<p><b>Bid Evaluation</b> YES   NO</p> <p>1. Was the Bid Evaluation exercise conducted for the procurement exercise? <input type="radio"/> YES <input type="radio"/> NO</p> <p>2. Was a Bid Evaluation report prepared for the evaluation by the Public Entity? <input type="radio"/> YES <input type="radio"/> NO</p> <p>3. Was the Bid Evaluation Committee constituted of eligible persons? <input type="radio"/> YES <input type="radio"/> NO</p> <p>4. Are all members of the Bid Evaluation Committee issued with appointment letters? <input type="radio"/> YES <input type="radio"/> NO</p> <p>5. Have Bid Evaluation Committee members signed Code of Ethics and Conduct? <input type="radio"/> YES <input type="radio"/> NO</p> <p>6. Have all Committee members signed Section 14 Declaration Form? <input type="radio"/> YES <input type="radio"/> NO</p> <p>7. Have all Evaluation Committee members signed the PA? <input type="radio"/> YES <input type="radio"/> NO</p> <p>8. Did the members of the evaluation committee sign the confidentiality and conflict of interest declaration form(s)? (Proof of Signed Documentation must be kept) <input type="radio"/> YES <input type="radio"/> NO</p> <p>9. Was a bid evaluation commenced within 5 working days? <input type="radio"/> YES <input type="radio"/> NO</p> <p>10. Was evaluation conducted within the prescribed 14 day period? (and not exceeding 30 days or the exemption period granted?) <input type="radio"/> YES <input type="radio"/> NO</p> <p>11. Does Bid Evaluation report follow the template issued by PPU? <input type="radio"/> YES <input type="radio"/> NO</p>	<p><b>Contract Award and Signing</b> YES   NO</p> <p>1. Was procurement rightly awarded/cancelled in line with Section 55 (Awarded) or Section 54 (Cancelled)? <input type="radio"/> YES <input type="radio"/> NO</p> <p>2. Is the contract awarded within the Bid Validity Period (as initially set or extended)? <input type="radio"/> YES <input type="radio"/> NO</p> <p>3. Is the contract value in line with the budgeted amount as per the APP? <input type="radio"/> YES <input type="radio"/> NO</p> <p>4. Is a notice of publication of cancellation or award, together with an executive summary published on the E-GP Portal? <input type="radio"/> YES <input type="radio"/> NO</p> <p>5. Is the contract signed within 30 days from contract award date or as extended by the Public Entity? <input type="radio"/> YES <input type="radio"/> NO</p>
<p><b>Procurement Method</b> YES   NO</p> <p>1. Is the Procurement Method used the same as named method as approved in the APP for the financial year under review? <input type="radio"/> YES <input type="radio"/> NO</p> <p>2. Is the Procurement Method used justified? (See Section 27(4) &amp; 27(5)) <input type="radio"/> YES <input type="radio"/> NO</p>		<p><b>Contract Management</b> YES   NO</p> <p>1. Was guarantee or any performance security tools submitted as required in the bidding document? <input type="radio"/> YES <input type="radio"/> NO</p> <p>2. Is there any proof of delivery of the object of procurement (good, works or services delivered? (i.e., Delivery note, completion certificate, delivery report) <input type="radio"/> YES <input type="radio"/> NO</p> <p>3. Are payments processed within payment schedule specified in the contract? <input type="radio"/> YES <input type="radio"/> NO</p>
<p><b>Standard Bidding Document</b> YES   NO</p> <p>1. Is the Standard Bidding Document utilised in line with the standard bidding template issued by the Procurement Policy Unit for the selected method of procurement? (See Section 7(1)(i)) <input type="radio"/> YES <input type="radio"/> NO</p> <p>2. Are the bidding documents vetted by the PC? <input type="radio"/> YES <input type="radio"/> NO</p>		

**IGNITING CHANGE THROUGH RESPONSIBLE PROCUREMENT!**

