



REPUBLIC OF NAMIBIA

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**MINISTRY OF FINANCE**


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NAMIBIA

**18 MAY 2017**

**TO ALL:** HON MINISTERS, MP  
YOUR WORSHIP THE MAYORS  
CHAIRPERSONS OF BOARDS  
CHAIRPERSONS OF REGIONAL COUNCILS

***ATT: ALL ACCOUNTING OFFICERS***

**SUBJECT: STANDARDIZED GUIDELINES FOR SECTION 81 OF THE PUBLIC PROCUREMENT ACT, 2015: TRANSITIONAL PROVISIONS**

The above subject matter refers.

Section 7(1)(i) of the Public Procurement Regulations, 2017 states;

*“to issue authorised versions of the standardised bidding documents, standard forms of contracts, pre-qualification documents, procedural forms, requests for proposals and other similar documents for mandatory use by every public entity implementing procurement;.”*

The Procurement Policy Unit pursuant to Section 81 of the Public Procurement Act, 2015 hereby issues a Transitional Provision Guidance Note to assist Public Entities in the implementation of the Public Procurement Act, 2015. Public Entities should take note of the below listed critical provisions before proceeding with a bidding process effected by section 81 (2) of the Public Procurement Act, 2015;

<b>Section of the Public Procurement Act, 2015</b>	<b>Description</b>
6, 8, 25(1)(a), 26, 58(1),	Public Entities related to the bidding process & documents
Section 27	Methods of procurement and their conditions of use

40 – 57	<b>Procurement Circle (Bidding Process)</b> <ol style="list-style-type: none"> <li>1. Conditions for use of bid security or bid securing declaration – Section 45</li> <li>2. Procedures for submission of bids – Section 46</li> <li>3. How and when to withdraw and modify bids – Section 48</li> <li>4. Bid validity period – Section 49</li> <li>5. Disqualified bidders – Section 50</li> <li>6. Procedure for opening of bids – Section 51</li> <li>7. Procedure for examination and evaluation of bids &amp; post-qualification – Section 52 &amp; 53</li> <li>8. Cancellation of bidding process or award of procurement contracts – Section 54/55</li> <li>9. Variations and lowest bid exceeding the prescribed threshold – Section 56</li> <li>10. Briefing – Section 57</li> </ol>
62 – 63	Procurement Contracts
65 – 68	Procurement Integrity, its requirements and non-compliance

Hence Public Entities before proceeding with the bidding process must ensure compliance to the Public Procurement Act, 2015, Public Procurement Regulations 2017, and other directives issued under it.

Please accept assurance of my highest consideration.

Yours faithfully,

**CALLE SCHLETTWEIN, MP**  
**MINISTER**

