2025 REQUIREMENTS FOR AUTHORISATION TO CONDUCT PROCUREMENT & PROCUREMENT MANAGEMENT UNITS

All Procuring entities shall submit applications to conduct procurement above the thresholds specified under Section 10 of the Public Procurement and Disposal of Public Assets Regulations as read in conjunction with Section 15 of the Public Procurement and Disposal of Public Assets (PPDPA) Act [Chapter 22: 23] providing the following details: -

(a) Procuring entities shall submit: -

1. **The Annual Procurement Plan (APP) (refer to the excel copy of the APP);**

**2. Disposal Plan (refer to the excel copy of the Disposal of Assets Plan.);**

**detailing the nature of procurement proceedings to be conducted by the procuring entity for every financial year in line with Section 21,22 & 23 of the PPDPA Act as read in conjunction with Section 7 (c) of the PPDPA Regulations and Section 65(2) of the PPDPA Regulations in the format prescribed. Refer to the excel sheet of the APP and, UNSPSC code excel sheet.**

**(b) Procuring entity shall provide information with respect to the assignment of responsibilities within the procuring entity organisation. This information shall include: -**

**i) Organogram for the Procuring Entity showing hierarchical relationships**

**ii) Structure of the Procurement Management Unit (PMU) including the reporting structure of the unit in the organisation and procurement review mechanism in the procuring entity, and job descriptions of procurement staff,**

**iii) PMU officers’ detailed curriculum vitae, certified copies of qualifications and certified copy of procurement staff certificate of practice.**

**(c) Procuring entity shall provide the identity of the accounting officer with details of the title (Mr, Mrs, Miss, Dr, Eng etc) full initials, surname, job title, telephone and mobile numbers and specimen signature.**

**(d) Procuring entity shall provide both physical and postal address of the procurement management unit as well as details in the format of (c) above for the head of the procurement management unit.**

**(e) Procuring entities shall provide list of the following: -**

**1. Evaluation Committee Members**

**2. Disposal Committee Members**

**NB – On Source of funds with respect to Treasury funds be specific on the type of Fund e.g. ERRP, Devolution, Emergency**