

REPUBLIC OF RWANDA



RWANDA PUBLIC PROCUREMENT AUTHORITY (RPPA)

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Kigali on 27 Nov 2013

N° 010/2013-1100/RPPA

THE CHIEF BUDGET MANAGER (ALL)

RE: Use of standards based technical specifications for goods and services and tender value estimates before tender advertising and award

Dear Sir/Madam,

Reference is made to the meeting chaired by the Right. Honorable Prime Minister on 12 November 2013 during which RPPA was mandated to prepare a circular to remind all government institutions to issue tenders with clear terms of references and technical specifications for goods and services based on existing national and international standards prior to advertising the tenders.

RPPA has noted the following problem areas procuring entities come across that wishes to bring to attention in public procurement:

- Lack of full assessment of some tenders before contracting leading to failure to achieve the intended results and sometimes to unexpected expenses or losses on the side of the Government;
- What is behind these problems is that "Terms of References" and "Technical specifications" of tenders are not well set or are neglected before tenders are advertised and awarded. Sometimes the estimation costs of tenders is not considered or wrongly calculated before the advertisement or the prices offered by the successful bidders are not compared with the current prices on the market;
- Post-qualification of the successful bidder and verification of the authenticity of the documents submitted by this bidder are sometimes not done before signing the contract, to check if these documents correspond to the reality as far as experience, performance certificates and other documents are concerned in accordance with the tender document requirements.

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Website: www.rppa.gov.rw

It is in this regard, that Rwanda Public Procurement Authority (RPPA) is pleased to call upon all public procuring entities to consider the following:

I. Careful assessment of the tender in process with due reference to existing national or international “standards” when setting technical specifications.

- A meticulous assessment of what an institution wishes to buy from the bidders must be well carried out and this implies that “Terms of Reference” and Technical Specifications” must be clearly defined. This task should not be left to the procurement officer as it has been the case in some procuring entities;
- For tenders of construction works and supply of goods, all public institutions are invited to keep an eye on national “standards”, as a source of technical specifications for goods and construction materials. This means that every procuring entity must refer to the existing national and international standards when describing goods, works and other services to be procured and this must be done before tender advertisement;
- There are more than 1000 “standards” available at the Rwanda Bureau of Standards (RBS). Any procuring entity that needs to make reference to standards, must budget for the cost of the standards. The prices depend on the number of pages and the standard in question and currently range from 6,568Rwf to 62,120Rwf for standards available at RBS. For international standards, prices may be different but still RBS shall provide advice.
- In the event the needed standard is not locally available, the Rwanda Bureau of Standards can help the procuring entities in securing the standards. Procuring entities are required to refer to RBS for guidance on the use of standards.

II. Reference prices and estimated cost for the tender

- To assess the needs as far as equipment, consumables, services or works to be procured are concerned to avoid unnecessary expenses,
- To inquire current prices about the tender in order to compare them with those of the bidders;
- For cost estimation, we urge all public institutions to refer to the “reference prices” on certain items needed by the Government on RPPA Website (www.rppa.gov.rw)
- Market prices must be determined before bids evaluation and this must be documented by minutes signed by all members of the tender committee;
- These prices are compared to those offered by the provisional winner before notification of the award to avoid any possible loss on the side of the Government. This means that, the minutes on price reference is of great help during the assessment of prices from bidders;

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III. Verification of documents submitted by the winner of the tender

Before providing the provisional notification to the successful bidder, every public institution must carefully verify all submitted documents by the winner by resorting to the institutions that offered them to inquire more information (authenticity) and where necessary conduct due diligence.

Best regards



SEMINEGA Augustus
Director General of Rwanda Public Procurement Authority (RPPA)

C.C:

- Hon. Minister of Finance and Economic Planning
- Hon. Minister for Cabinet Affairs in the office of the Prime Minister