

## **PROCUREMENT PROCEDURE**

1. Approved Budget (The intended Project is provided in approved budget).
2. Secure the Governor's directive to commence Procurement Process
3. Commence Procurement Procedure.
  - i. MTB Meeting.
  - ii. Application for advertising to KGBPP/Approval of Procurement Method.
  - iii. Other than item (ii) above with adequate justification that require KGBPP.
  - iv. Advertisement.
  - v. Bid Opening.
  - vi. Evaluation/Minute of MTB.
  - vii. Request for Certificate of No Objection from KGBPP to Award.

### **DOCUMENTATIONS FOR REQUEST FOR CERTIFICATE OF "NO OBJECTION" FOR PROCUREMENT ABOVE THRESHOLD REQUIRING BPP PRIOR REVIEW**

- a. Letter of Request/Transmission of other documents.
- b. Evidence of advertisement/invitation for prequalification/approval for exemption/BPP "No Objection" to adopt Restricted Tendering or Direct Procurement.
- c. Pre-qualification document submitted by Contractors.
- d. Pre-Qualification Evaluation Report.
- e. Letter of invitation to Bid.
- f. Project designs & drawings/full specifications for goods.
- g. Bills of quantities/Bills of Engineering Measurement and Evaluation.
- h. Bidder's Financial Bids.
- i. Bid return sheet
- j. Protest letters by bidders and responses/action taken.
- k. Evaluation Report.
- l. Consultant's or In-house estimate.
- m. Appropriation/Source of fund (Copy of highlighted budget page).

4. Request for Governor or Exco approvals (subject to Section 9(1)(c) Law 2020).
5. Award of Contract (APG or a verifiable Insurance Bond).
6. Agreement on the Contract.
7. Communicate the Award Letter with forwarding letter.
8. Certificate of Valuation/Certificate of No Objection for payment.
9. Certificate of Compliance.