ESPPRA CIRCULAR NO: **CIRCULAR NO.2 of 2024**

DATE OF ISSUE: **DECEMBER 20TH, 2024**

ADDRESSED TO: **ESWATINI GOVERNMENT TENDER BOARD, ENTITY TENDER BOARDS AND CONTROLLING OFFICERS OF ALL PROCURING ENTITIES.**

SUBJECT: **ROLLING OUT OF STANDARD TENDER DOCUMENTS (STDs)**

EFFECTIVE DATE: **JANUARY 02ND, 2025**

STATUTORY REFERENCE: SECTION 10(b)(iii) AND 66 OF THE PUBLIC PROCUREMENT ACT NO. 7 OF 2011

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1. PURPOSE

1.1 The purpose of this circular is to inform Central Government Ministries, Departments and Agencies, Category A Parastatals and Local Government Entities about the rolling out of Procurement Standard Tender Documents (STDs) which shall also be referred to as Standard Bidding Documents (SBDs)

1.2 This circular is also aimed at informing Controlling Officers of the current transitional arrangements prior to the commencement date which shall be January 02nd, 2025.

2. BACKGROUND

This circular has been issued in terms of Section 10(b)(iii) of the Public Procurement Act, 2011 which provides that one of the functions of the Agency is the issue Standard Tender Documents

and other standard procurement documents whose use shall be mandatory in all procurement proceedings by procuring entities.

2.1 The Eswatini Public Procurement Regulatory Agency (ESPPRA) has developed standard tender documents for procurement of Works, Goods, and Consultancy Services which are aimed to provide a uniform and standardized procurement process for Public Entities. Other standard documents shall follow in due cause and their effectiveness published by way of a circular. These SBDs shall be used by all Procuring Entities being Government and Central Government Ministries, Departments and Agencies, Category A Parastatals and Local Government.

3. TRANSITIONAL PROVISION

This circular shall not apply to procurements where tenders have been advertised or invited by the procuring entity prior to the commencement date of this circular.

All correspondences should be addressed to the Chief Executive Officer
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Website: www.esppra.co.sz

All addressees are urged to ensure that the contents of this circular are brought to the attention of all staff under their supervision.

Vusi Matsebula
Chief Executive Officer

Cc:
- Principal Secretary, Ministry of Finance
- Director Supply Chain Management
- Chairperson of the Eswatini Government Tender Board