SPPRA Swaziland Public Procurement Regulatory Agency

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SPPRA CIRCULAR NO.: 2/2017

ISSUE DATE:	**10TH OCTOBER 2017**
ADDRESSED TO:	**TENDERERS, SUPPLIERS, PROCURING ENTITIES AND ENTITY TENDER BOARDS**
SUBJECT:	**ADVERTISEMENT OF TENDER OPPORTUNITIES ON SPPRA WEBSITE AND INCIDENTAL MATTERS**
EFFECTIVE DATE:	**16TH OCTOBER 2017**
STATUTORY REFERENCE:	**SECTIONS 66 AS READ WITH SECTION 20 (c) and 10 (c) OF THE PUBLIC PROCUREMENT ACT NO.7 OF 2011**

1. This SPPRA Circular has been issued in terms of Sections 20 (c) as read with Section 66 and 10 (c) of the Public Procurement Act No.7 of 2011. The Act provides for the payment of fees for services rendered by the Agency.

2. To this end the Agency is availing a cost-effective affordable mode of advertising tenders for potential suppliers to participate in procurement proceedings as outlined below:

   2.1. The Agency has established a Content Management Website (www.sppra.co.sz) with immerse capability to handle huge data while maintaining optimum navigation and accessibility at all times.
   2.2. The Agency is recognized as a depository for all public sector tender opportunities and it is in this regard that the Agency will leverage on the opportunity to advertise Invitation to Tenders for potential tenderers and suppliers to participate in procurement proceeding on the Agency's website on behalf of all procuring entities

including government ministries and departments, agencies, authorities, local municipalities and state owned enterprises.

2.3. All procuring entities are required to send all tender documents, adverts and notices inviting tenderers and suppliers to participate in procurement proceedings to the Agency prior to any form of advertisement or publication.

2.4. This circular refers to the following procurement methods and notices; Invitation to Tender (RFT), Request for Proposals (RFP), Expression of Interest (EOI), Request for Information (RFI), Request to Pre-Qualify and Limited Tenders (where pre-qualification is done nationally).

2.5. The Agency will check all invitation to tender documents, notices and advertisement for compliance against public procurement procedures, rules, processes and guidelines in fulfilment of the provisions of section 10 (c) of the Procurement Act.

2.6. No procuring entity shall publish Invitations to tender documents, advertisements and notices without the Agency's prior approval.

2.7. Procuring entities may after the Agency approval and after the first publication by the Agency website, use any other advertisement platform to publish their advertisement and notices which shall be in English and have a wide circulation.

2.8. Procuring entities are required to send only electronic copies of the invitation to tender documents, notices and advertisement to the Agency. No hard copies will be accepted.

2.9. Invitation to Tender documents sent to the Agency for compliance checks should be accompanied by a purchase order or proof of payment or commitment to pay.

2.10. The Agency will charge a Fee of **SZL 5,000.00** per tender for the entire duration of the tendering period.

2.11. The fee will be subject to review by the Agency at intervals to be determined by the Agency.

2.12. This intervention by the Agency is intended to ensure that procuring entities issue Invitation to Tender, notices and advertisements that are aligned to public procurement procedures, rules, processes and guidelines.

2.13. Invitation to Tender documents, notices and advertisements should be sent with purchase orders to tenders@sppra.co.sz

3. When submitting an advert, the requesting party shall pay the E5, 000.00 fee as per below:

4. The above mentioned fee is payable at the **SPPRA OFFICES SITUATED AT RHUS OFFICE PARK, KARL GRANT STREET, MBABANE** OR directly to SPPRA'S Bank Account number as it appears below:

ACCONT NAME	:	**Swaziland Public Procurement Regulatory Agency**
BANK NAME	:	**Nedbank Swaziland**
BRANCH NAME	:	**Mbabane**
BRANCH CODE	:	**360164**
ACCOUNT NUMBER	:	**020000596378**

5. This circular shall be deemed to have come into force and effect on the 16th October 2017

SWAZILAND PUBLIC PROCUREMENT REGULATORY AGENCY