



**MINISTRY OF FINANCE, ECONOMIC PLANNING AND DEVELOPMENT**  
**Procurement Policy Office**  
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**Circular No. 3 of 2022**

**From: Procurement Policy Office**

**To : Heads of Public Bodies**

**Prevention of frequent errors in the preparation of Bidding Documents**

The purpose of this circular is to guide public bodies in preventing some serious mistakes in the preparation of Bidding Documents, which either result in cancellation of the bidding exercise or give rise to challenge and application for review by bidders.

**2. Electronic Procurement System (e-PS): Corrections/Modifications**

2.1 Quite often mistakes are found by public bodies after the publication of invitation for bids on the e-PS. Discovering such mistakes after publication implies shortcomings in the vetting process.

2.2 It is very important that the Reviewer, the DBC/CPB and the Approver assume their responsibilities diligently prior to approving the work done by the Preparer.

2.3 It is to be noted that mistakes on templates cannot be corrected at that stage as the system is already locked and the issuance of an addendum may not resolve the matter.

2.4 Under such situations the public bodies have no alternative than to cancel the bidding exercise although this is not a ground for cancellation under the Public Procurement Act (2006).

2.5 Moreover, for the rebid exercise public bodies must not assume it as a continuation of the previous exercise and should ensure that bidders are allowed reasonable time for bid submission which must be proportionate to the size and complexity of the bidding exercise and in no case less than 15 days.

### 3. Technical Specifications

3.1 Public bodies often restrict their requirements in terms of technical specifications derived from manufacturers' catalogues or data sheet and specify a range within which offers must fit. Such an approach limits competition and prevents a public body to consider other offers with equal or better performance.

3.2 Public bodies must be guided by Directive No. 11 issued by this Office to specify their requirements based on performance or standards.

**Procurement Policy Office**  
**18 April 2022**



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**Note:** When undertaking a procurement exercise, please make sure you are using the latest version of the appropriate Standard Bidding Document available on the website of the Procurement Policy Office (<http://ppo.govmu.org>). You may also consult on the site the updated version of the Public Procurement Act and the Regulations made thereunder, as well as circulars issued by the Office.