



MINISTRY OF FINANCE, ECONOMIC PLANNING AND DEVELOPMENT
Procurement Policy Office

In reply please quote: F/PPO/4/1/Vol 13

Circular No. 2 of 2024

From: Procurement Policy Office

To: Heads of Public Bodies

Low Value Procurement (LVP) in the electronic Procurement System (e-PS)
Mini Competition (MC) Workflow

This Circular, issued in continuation to Circular No.1 of 2024, refers to Phase II of the changes made in the Mini-Competition workflow on the electronic procurement system (e-PS) as per Directive 70.

2. Public bodies are hereby informed that changes to accommodate **reviewer** for Invitation for Bids (IFBs) has been completed in the Mini Competition workflow on the electronic Procurement System (e-PS).
3. Public Bodies can now proceed with Low Value Procurement (LVP) in the Mini Competition workflow with demarcated assigned roles as per annexed table.
4. To allow the creation of their credentials for the **IFB MC Reviewer profile, IFB MC Approver 1 profile and IFB MC Approver 2 profile**, public bodies are requested to send the full name and email address of their reviewer and approvers to the Procurement Policy Office on the following email address: eprocdesk@govmu.org. No change is required for existing credentials for the initiator and publisher.
5. Public bodies are strongly advised not to copy IFBs that were initiated prior to 12 February 2024, date at which changes have been made in the Mini Competition workflow.

Procurement Policy Office
16 February 2024



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Role	Description of Role
Preparation of IFBs	
IFB MC Initiator (Preparer)	<ol style="list-style-type: none"> 1. Initiates the preparation of LVP IFB document or 2. Applies the modification of LVP IFB document based on the recommendations of the IFB MC Reviewer.
IFB MC Reviewer	<ol style="list-style-type: none"> 1. Reverts LVP IFB document to IFB MC Initiator with recommendation for modification (if any) or 2. Sends LVP IFB document to IFB MC Approver 1 for approval.
IFB MC Approver 1	<ol style="list-style-type: none"> 1. Sends the LVP IFB document back to IFB MC reviewer or IFB MC Initiator for modification or 2. Approves and sends the LVP IFB document to IFB MC Initiator for publication.
Award of contract	
IFB MC Approver 2 (a senior officer not below the rank of a Deputy Permanent Secretary)	The user assigned by the chief executive officer as IFB MC Approver 2 will be able to approve the award of the contract.