



MINISTRY OF FINANCE, ECONOMIC PLANNING AND DEVELOPMENT
Procurement Policy Office

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Circular No. 1 of 2024

From: Procurement Policy Office

To: Heads of Public Bodies

Low Value Procurement in the electronic Procurement System (e-PS)

The purpose of this Circular is to draw the attention of public bodies of changes in the mini competition workflow of the electronic Procurement System (e-PS) due to the provisions made in Section 25D of the Public Procurement Act 2006 and to regulations 44A of the Public Procurement Regulations 2008.

2. The changes on the electronic Procurement System (e-PS) is made in two (2) phases which are as follows:

a. **Phase I:** Change in appellation from “Informal quotation” to “Low Value Procurement” in Mini Competition workflow and its associated templates.

(i) Public Bodies are requested to prepare their new Invitation For Bids (IFBs) afresh instead of using the copy feature to replicate the tenders already published to avoid attaching the old versions of templates for informal quotation in their new IFBs; and

(ii) The copy feature may be used only for IFBs prepared for Low Value Procurement.

b. **Phase II:** Change in Workflow to accommodate changes as per Directive 70.

Changes to accommodate the new workflow are under preparation and the effective date will be communicated on completion.

Procurement Policy Office
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Address: 8th Floor, Emmanuel Anquetil Building, Port Louis, Mauritius

Tel: (230) 2605580; Fax: (230) 201-3758

Website: <http://ppo.govmu.org>; E-mail: pposecretariat@govmu.org