



MINISTRY OF FINANCE  
Procurement Policy Office

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In reply please quote: F/PPO/4/1/V14

**Circular No. 1 of 2025**

**From: Director, Procurement Policy Office**

**To: Heads of Public Bodies**

**Training on e-Procurement System**

The Procurement Policy Office provides training on the e-Procurement System to public officers with the objective to make users conversant with and manage the system efficiently.

2. Accounting Officers have the responsibility to assign the specific roles to Officers to operate the system and such officers are required to attend training sessions on the use of the e-Procurement System. As the assignment of Officers is a very important aspect, Accounting Officers must ensure that the designated Officers are people involved in the operation of the system.

3. Accordingly, public bodies must ensure that Officers performing the following tasks are nominated for training:

A. Invitation of Bids

- (i) IFB Preparer (*Invitation For Bid Preparer*),
- (ii) MC Initiator (*Mini Competition Initiator*),
- (iii) IFB Reviewer (*Invitation For Bid Reviewer*, and
- (iv) MC Reviewer (*Mini Competition Reviewer*),

B. Online Bid Evaluation

Chairperson and members.

The Application Form for training on e-Procurement System may be downloaded from PPO website (refer to PPO Circular No. 8 of 2022).

**Procurement Policy Office**  
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