

**MINISTRY OF FINANCE & ECONOMIC EMPOWERMENT**  
**PROCUREMENT POLICY OFFICE**

**Circular No. 11 of 2009**

**Ref : F/PPO/4/1 Vol 2**  
**From: Director, Procurement Policy Office**  
**To : Heads of Public Bodies**

**Public Procurement Act 2006 – Templates for Notification of Award**

Please refer to this Office Circular No. 8 of 2009. As you are aware, section 40(3) of the Public Procurement Act provides that –

“A public body, in relation to a procurement contract, the value of which is above the prescribed threshold, shall notify the successful bidder in writing of the selection of its bid for award and a notice in writing shall be given to the other bidders, specifying the name and address of the proposed successful bidder and the price of the contract.”

2. Specific templates for Notification of Award and Publication of Award have been worked out by the Procurement Policy Office for mandatory use by public bodies in respect of all procurement of goods, works and other services exceeding the prescribed threshold, which as per Regulations 38(3) is Rs15M. The templates, samples of which are annexed, may be downloaded from our website (<http://ppo.gov.mu>).
3. This Circular supersedes the Circular No. 8 of 2009.

**Procurement Policy Office**  
**14 August 2009**

## Templates for Notification of Award

<b><u>Form</u></b>	<b><u>Intended Use</u></b>
<b>NSB</b>	Notification to Selected Bidder
<b>NUB</b>	Notification to Unsuccessful Bidder
<b>POA</b>	Publication of Award of Procurement Contract

[Insert: Public Body's Letter Head]

Date:.....

[The Selected Bidder]

Dear Sir,

**Procurement of .....(Reference no.....)**  
**Notification to Selected Bidder**  
**Under section 40(3) of the Public Procurement Act**

Pursuant to section 40(3) of the Public Procurement Act, you are hereby informed that your bid dated ..... in response to Invitation for Bids for the procurement of ..... (reference no. ....) has been selected for award in respect of the item(s) shown *hereunder/in the Annex* \*.

Item No:	Quantity	Rate
1. ....	.....	.....
2. ....	.....	.....

Please note that this is **not** a letter of award, and you should not infer from this notice that *you/your firm*\* will be awarded any contract on the basis of the procurement exercise.

A formal letter of award will be issued only if there is no challenge on the part of any other bidder within [*insert: "7 days" in the case of a local procurement or "15 days" in the case of an international procurement*] of this notice.

**Yours faithfully,**

**CEO**  
[Insert: Public Body]

\* Delete as appropriate

Encl.: Annex

[Insert: Public Body's Letter Head]

Date:.....

[The Unsuccessful Bidders]

Dear Sir,

**Procurement of .....(Reference no.....)**  
**Notification to Unsuccessful Bidders**  
**Under section 40(3) of the Public Procurement Act**

Please refer to your bid dated.....which you submitted in response to the Invitation for Bids for the procurement of .....(reference no.....).

Pursuant to section 40(3) of the Public Procurement Act, I am to inform you that an evaluation of the bids received has been carried out, and your bid has **not** been retained for award. The particulars of the successful *bidder/bidders\** are as given *hereunder/in the Annex \**.

Item	Name of Bidder	Address	Contract Price
(1) .....	.....	.....	.....
(2) .....	.....	.....	.....
(3) .....	.....	.....	.....

You may wish to note that an unsatisfied bidder may challenge the award within ..... days (*insert: "7" days for national bidding or "15" days for international bidding*) from the date of this notification. The challenge shall be submitted in the prescribed format in accordance with Regulation 48 of the Public Procurement Regulations 2008. In the case the bidder is not satisfied with the response received to a challenge, he may apply for review to the Independent Review Panel in the prescribed format in accordance with Regulations 49, 50 and 51 of the Public Procurement Regulations 2008.

You may, also, in accordance with section 41 of the Public Procurement Act, request for a debriefing within 30 days from the publication of the notice of the procurement award on our website.

We thank you for participating in the bidding exercise.

**Yours faithfully**

**CEO**  
[Insert: Public Body]

\* Delete as appropriate

Encl.: Annex

*[Insert: Name of Public Body]*

**Award of Procurement Contract**  
**Notice under section 40(7) of the Public Procurement Act**

**OPTION 1\***: *(Where contract has been awarded to one supplier)*

This is to notify that, following the bidding exercise carried out by the *[insert: name of public body]* for the procurement of ..... (reference no.....), the contract has been awarded to *[insert: name of successful bidder]* .....of *[insert: address]* ..... for the sum of *[insert: contract price as quoted and subsequently corrected, if applicable]* .....

**OPTION 2\***: *(Where contract has been awarded to more than one supplier)*

This is to notify that, following the bidding exercise carried out by the *[insert: name of public body]* for the procurement of ..... (reference no.....), the contract has been awarded as follows:-

<b><u>Item No.</u></b>	<b><u>Description</u></b>	<b><u>Name of Bidder</u></b>	<b><u>Contract Price</u></b> <i>[insert: currency and INCOTERMS as appropriate]</i>
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**Date:**.....

**Secretary/CEO**  
*[Insert: Public Body]*

\* *Public body to choose text as per Option 1 or Option 2, as appropriate*



