

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

**Circular No. 18 of 2008**

**Ref : F/PPO/4/1**

**From: Director, Procurement Policy Office**

**To : Heads of Ministries and Departments**

**Award of Works Contract**

The attention of this Office has been drawn to the fact that in some cases, formalities linked with the award of works contracts, such as submission of Performance Security, Insurances or Agreement on schedule of rates are not being fulfilled.

2. Please ensure that all the necessary formalities are completed within the period specified in the bidding documents. In that connection, you may wish to be guided by technicians of the Ministry of Public Infrastructure, Land Transport and Shipping, if necessary.

3. You are also requested to ensure that a Project Management Team is set up at the right time for all necessary follow-up.

**Procurement Policy Office**  
**08 October 2008**

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

**Circular No. 18 of 2008**

**Ref : F/PPO/4/1**

**From: Director, Procurement Policy Office**

**To : Heads of Parastatal Bodies and Local Authorities**

**Award of Works Contract**

The attention of this Office has been drawn to the fact that in some cases, formalities linked with the award of works contracts, such as submission of Performance Security, Insurances or Agreement on schedule of rates are not being fulfilled.

2. Please ensure that all the necessary formalities are completed within the period specified in the bidding documents.
  
3. You are also requested to ensure that a Project Management Team is set up at the right time for all necessary follow-up.

**Procurement Policy Office**  
**08 October 2008**