

MINISTRY OF FINANCE & ECONOMIC EMPOWERMENT
PROCUREMENT POLICY OFFICE

Circular No. 20 of 2008

Ref : F/PPO/4/1

From: Director, Procurement Policy Office

To : Heads of Public Bodies

Addendum to Bid Documents

The attention of the Procurement Policy Office has been drawn to the fact that addendum to bidding documents is at times issued on the eve of the closing date for submission of bids, thereby not allowing sufficient preparation time to bidders.

2. Whilst the issuing of addenda is a standard practice, public bodies should ensure that:

- (i) no addendum is issued without the approval of the Chairman of the Departmental Tender Committee;
- (ii) in the case of major contracts, the prior approval of the Central Procurement Board is obtained for the issue of any addendum; and
- (iii) adequate time is given to bidders to consider the addendum and submit their bids in time.

3. As addenda form part of the bidding documents, a copy thereof should be kept in the bid file and made available to the Bid Evaluation Committee at time of evaluation of bids.

4. Where the issue of addenda is likely to modify substantially the initial bid documents, consideration should be given to annulling the exercise and starting afresh with a revised set of documents.

5. It would be appreciated if the content of this circular could be brought to the attention of the chairperson of your Tender Committees as well as all officers involved in procurement in your organisation.

Procurement Policy Office
14 November 2008