

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

**Circular No. 4 of 2009**

**Ref : F/PPO/4/1 Vol 2**

**From: Director, Procurement Policy Office**

**To : Heads of Public Bodies**

**New Standard Bidding Documents for Consultancy Services**

In the process of a revision of Standard Bidding Documents (SBDs), the document in respect of the Selection of Consultants (**Ref: SC/SBD19/09-08**) has been replaced by two sets of documents for small assignments for values up to Rs 5m, and two sets of documents for complex assignments. These documents are meant for contracts on either a Lump Sum or a Time –based remuneration.

2. The two sets of documents for small assignments have been fine-tuned after trial in certain public bodies whilst the other two emanate from a latest version of the World Bank document. These new documents do not contain any guidance for short-listing of consultants, prior to Request for Proposals. The process in this respect is fully defined in the Regulations.

3. The procedures dealing with the announcement of the results for the technical evaluation of proposals, where applicable, have been re-defined in these documents so as to be consistent with the provisions of the Public Procurement Act.

4. It is to be noted that there has to be a notification for award of contract for a period of 15 days in all cases, irrespective of the fact that the contract is above the prescribed amount or not and that the bids are from local bidders only.

5. Public bodies are welcome to seek any clarification or guidance from the Procurement Policy Office in the use of the new SBDs for consultancy services.

**Procurement Policy Office**  
**23 April 2009**