

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

**Circular No. 8 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**

As you are aware, section 40(3) of the Public Procurement Act provides that –

“A public body shall notify the successful bidder in writing of the selection of its bid for award, and a notice in writing shall be given to 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 have been worked out by the Procurement Policy Office for mandatory use by public bodies. The templates, samples of which are annexed, may be downloaded from our website (<http://ppo.gov.mu>).

**Procurement Policy Office**  
**16 July 2009**

## **Templates for Notification of Award**

<b>No.</b>	<b>Intended Use</b>	<b>Remarks</b>
<b>NSB</b>	<b>Notification to selected bidder</b>	<b>Where use of an annex is more appropriate - NSB/A</b>
<b>NUB</b>	<b>Notification to unsuccessful bidder</b>	
<b>NUB 1</b>	<b>Notification to unsuccessful bidders</b>	<b>Where use of an annex is more appropriate - NUB 1/A</b>
<b>APC</b>	<b>Publication of award of procurement contract</b>	
<b>APC 1</b>	<b>Publication of award of procurement contract</b>	<b>Where award is made to more than one bidder</b>

*[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 of Bids for the procurement of ..... (reference no. ....) has been selected for award in respect of the items as shown in the Annex.

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 unsuccessful 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**  
(Public Body)

**ANNEX**

	<u>Item</u>	<u>Contract Price</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

*[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 of 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 below:-

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

You may, 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**  
*(Public Body)*

*[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 of 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 shown in the Annex.

You may, 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**

*(Public Body)*

**ANNEX**

	<u>Name</u>	<u>Address</u>	<u>Item</u>	<u>Contract Price</u>
1.				
2.				
3.				
4				
5				
6				
7				
8.				
9.				

*[Name of Public Body]*

**Award of Procurement Contract**  
**Notice under section 40(7) of the Public Procurement Act 2006**

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

**Dated**.....

**Secretary/CEO** (*of Public Body*)



*[Name of Public Body]*

**Award of Procurement Contract**  
**Notice under section 40(7) of the Public Procurement Act 2006**

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

	<b>Item</b>	<b>Name of Bidder</b>	<b>Address</b>	<b>Contract Price</b>
(1)	.....	.....	.....	.....
(2)	.....	.....	.....	.....
(3)	.....	.....	.....	.....

**Dated**.....

**Secretary/CEO** (*of Public Body*)