

# PROCUREMENT POLICY OFFICE

**Directive No. 23**  
**(issued pursuant to section 7 of the Public Procurement Act)**

## **Register of bids Received**

Pursuant to Regulations 26 and 27 with respect to the Submission, Reception and Security of bids, Public Bodies are hereby required to:

- (i) maintain a Register of Bids Received; and
- (ii) issue a Receipt to bidders upon receipt of a bid.

2. The templates for the Register of Bids Received and the Receipt to be issued to bidders can be downloaded from PPO's website ([ppo.govmu.org](http://ppo.govmu.org)) copy of which are herewith attached.

**Procurement Policy Office**  
**21 May 2015**



**RECEIPT FORMAT**  
*(to be issued by public bodies to each bidder)*

**TO WHOM IT MAY CONCERN**

Date: .....

This is to certify that a parcel said to contain Tender Document for  
..... has been  
deposited at this office on ..... 2015 at .....  
by.....