

# PROCUREMENT POLICY OFFICE

## Directive No. 70

(Issued Pursuant to section 7(b) of the Public Procurement Act 2006)

### Low Value Procurement

1. The purpose of this directive is to ensure that public bodies comply with section 25D of the Public Procurement Act 2006 and to regulations 44A of the Public Procurement Regulations 2008.
2. The chief executive officer must assign responsibilities for the conduct of the bidding process by ensuring that:
  - a. There is a **preparer**, a **reviewer** and an **approver** for preparation of bidding documents and invitation for bids; and
  - b. Opening of bids is done by the preparer in the presence of the reviewer.
3. Low value procurement does not require a bid evaluation committee, as price is the determining factor. However, where a technical assessment is necessary, a technically competent person may be assigned to do so.
4. The recommendations for the award of the contract must then be made jointly by the preparer and the reviewer to the chief executive officer.
5. The chief executive officer may delegate the responsibility for the approval of the award of the contract to a senior officer, not below the rank of a Deputy Permanent Secretary.
6. Public bodies must ensure that the conditions for use of the low value procurement method are strictly complied with, and it is not used for the purchase of recurrent items.
7. This directive takes effect immediately.

Procurement Policy Office

18 January 2024