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When replying please quote:

PPOA CIRCULAR NO. 6/2010

18th June, 2010

To: All Accounting Officers
All CEO's, State Corporations
All Vice Chancellors, Public Universities
All Managers, Co-operative Societies
All Clerks, Local Authorities
All Principals, Public Colleges/Schools
All CDF Account Managers

RE: GUIDELINES FOR FRAMEWORK CONTRACTING

The Public Procurement Oversight Authority (PPOA) has observed that there is rampant use of the Request for Quotations (RFQ) Method by procuring entities in most of their procurements. Further, procurement units pre-occupy about 90% of their time in processing procurements through the aforesaid method. To forestall these challenges, PPOA has prepared Guidelines for Framework Contracting as instructions for making awards of indefinite-delivery framework contracts pursuant to Section 9(c)(i) and (iv) of the Public Procurement and Disposal Act, 2005.

Further, the Guidelines provide clarifications on parts of the Act and the Regulations that deal with tender security, awarding of tenders, amendments or variations to contracts, invitation of tenders, preparation of tender documents and qualifications for contract award. In addition, the Guidelines should be applied as a creative approach to reduce the rampant use of the RFQ method and enhance efficiency of the procurement process and project implementation, pursuant to Section 31(7) of the Act.

Taking cognizance of the foregoing, you are requested to take the necessary action by ensuring that the Guidelines are availed to all staff of your entity that are

involved in the procurement function. The Guidelines are also found in the PPOA website www.ppoa.go.ke.

Attached are copies of the Framework Contracting Guidelines for your reference and action.


M. J. O. JUMA
Ag. DIRECTOR GENERAL

Encls.

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