

## PROCUREMENT PROCESS (Continued)

### 2. Solicitation

- Develop procurement documents (RFQ, RFP, ITB).
- Communicate with potential suppliers in a fair and transparent manner in accordance with such statutory requirements.
- Ensure compliance with procurement policies.

### 3. Bidding

- Suppliers submit proposals.
- Conduct pre-bid meetings if required.
- Ensure fair competition and transparency.

### 4. Evaluation & Award

- Assess bids
- Award the contract to the best-qualified supplier.

### 5. Contract Preparation

- Define terms and conditions.
- Establish legal and financial agreements.
- Ensure risk mitigation measures are included.

### 6. Contract Signature

- Obtain approvals and signatures from both parties.
- Ensure compliance with legal framework.
- Document all agreements.

### 7. Contract Management


- Monitor supplier performance.
- Manage deliveries and payments.
- Handle contract amendments and dispute resolution.




**Need guidance on  
procurement best practices?**


**We're here to help!**

For more information or guidance, contact:  
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# PUBLIC PROCUREMENT COMMISSION



**THE  
PROCUREMENT  
PROCESS**  
*Streamlining Procurement  
for Efficiency & Compliance*

*A Step-by-Step Guide to an  
Effective Procurement Process*

## INTRODUCTION TO PROCUREMENT

### WHAT IS PUBLIC PROCUREMENT?

Public procurement refers to the process by which governments, public sector organizations, and other government-funded entities acquire goods, services, or works from private-sector companies or individuals. This process is typically governed by laws, regulations, and policies designed to ensure fairness, transparency, and the best value for public money.

Public procurement is vital for ensuring that taxpayers' money is spent responsibly, promoting competition, and achieving the goals of public policies. It typically focuses on transparency, accountability, and ensuring that the procurement process is free from corruption and favoritism.

- Procurement is the process of acquiring goods, services, or works to meet organizational needs.
- It ensures transparency, cost-effectiveness, and strategic sourcing.
- A structured procurement process helps in risk mitigation and regulatory compliance.

## THE PROCUREMENT RELATIONSHIP

### The Procuring Entity, Contractor/Supplier/Consultant

The procurement relationship involves key players who act to ensure the smooth acquisition of goods, services, and/or works. Here's a breakdown of each role in the public procurement process:

#### 1. Procuring Entity

The individual or organization seeking to acquire goods, services, or works, typically a government agency or public entity. Responsibilities include:

- Identifying the need for procurement.
- Developing and approving the procurement plan.
- Creating and issuing tenders or requests for proposals (RFPs).
- Evaluating bids or proposals through tender boards as applicable.
- Awarding contracts and managing the procurement process.
- Ensuring compliance with procurement laws and policies.
- Issuing payments.

#### 2. Contractor/Supplier/Consultant

These individuals or organizations provide the required goods, services, or works.

Responsibilities include:

- Submitting tenders or proposals in response to requests.
- Delivering goods, services, or works per contract terms.
- Ensuring timely delivery and quality.
- Communicating with the procuring entity for clarifications.
- Handling payments upon fulfilling contract terms.

#### The Relationship

- Collaboration: Ensuring clear communication and contract compliance.
- Contractual Obligations: Each party adheres to defined responsibilities.
- Risk Management: Identifying and addressing potential risks affecting the project.

## PROCUREMENT PROCESS

### 1. Planning

- Identify procurement needs.
- Define scope, budget, and timelines.
- Conduct market research.



Planning



Solicitation



Bidding



Evaluation  
& Award



Contract  
Preparation



Contract  
Signature



Contract  
Management

## THE PROCUREMENT PROCESS