

To Heads of Department  
and Parastatal Bodies

19<sup>th</sup> May 2000

## **Preparation of Tender Documents**

The Department of Contracts is legally obliged to ensure that tender documents are prepared in such a way as to ensure proper tendering by bidders as well as a smooth adjudication process. Both factors are complementary.

However, it must be pointed out that my Department's officers are not to be expected to draw up the tender document. It is becoming the habit with some procurement officers to practically expect Contracts officials to do their work. This practice has to stop immediately. Procurement officers are responsible to draw up the basic document in line with their requirements and after taking cognizance of the instructions in various circulars issued over the years. Therefore, while Contracts officers are prepared to help in case of difficulties, they should not be expected to assume the functions of Departmental procurement officers.

In order to ensure a smoother process, Procurement Officers are henceforth requested to submit two (2) copies of the tender document together with:

- (i) a letter authorising the Director of Contracts to publish the call for tender;
- (ii) the commitment form duly completed; and
- (iii) the originator's form.

Whenever tender documents are prepared by consultants, both from within and also from outside Government service, full details, along with the above, are to be provided. When private consultants are involved, Procurement officers are to obtain from them a declaration to the effect that they have no conflict of interest, direct or indirect, in the implementation of the project concerned.

..... cont. Circ. 23/2000

It must be emphasized that Procurement Officers have to live up to their name - they are responsible for procuring supplies, works or services for their Department. The Contracts Department is there to ensure fairness in the tendering and the adjudication stages and to assist in solving any problems that may arise. To ensure that delays are reduced to the minimum Procurement officers should commence preparation of tender documents at the opportune time, thus obviating any undue pressure on this Department's officials, which fact is becoming the rule rather than the exception.

Full responsibility for **any delays** in the issue of calls for tenders and the award of contracts resulting from either non-observance of the contents of this circular or the submission of incorrectly drawn-up tender documents will have to be assumed by the Procurement officers concerned.

Your kind co-operation would, therefore, be appreciated.

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Director General (Contracts)

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