

Department of Contracts
Notre Dame Ravelin
FLORIANA

To Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

28 August 2019

PUBLICATION OF GUIDANCE NOTES

In line with the functions of the Director of Contracts, the Department of Contracts (DoC) regularly publishes Guidance Notes, whereby Contracting Authorities are provided with information on specific characteristics of a Procurement Procedure, thus, ensuring good governance as well as a correct interpretation and application of the Public Procurement Regulations.

The wide scope of Guidance Notes is to highlight salient provisions, explain regulations and procedures in more detail as well as clarify their applicability. In addition, such documentation also provides a recommended course of action so as to achieve an optimal outcome for a procurement process.

To this effect, the Guidance Notes may include:

- Definitions and References
- Templates
- Flow Charts and Diagrams
- Best Practices
- Dos and Don'ts
- Avoidance of Common Errors
- Case Scenarios and Examples

Enclosed with this circular, at Annex 1, the Department of Contracts is providing a list of Guidance Notes published to date.

Guidance Notes may be repealed or reviewed and updated as necessary. Thus, in order to assist Contracting Authorities to keep abreast with such developments, the Department of Contracts shall endeavour to publish a bi-annual Contracts Circular whereby an overview of the new / updated Guidance Notes is provided accordingly.

All Contracting Authorities are reminded that ePPS account holders may access Guidance Notes, grouped in a zipped folder, through the 'Resources' section of Government's e-Procurement platform (Electronic Public Procurement System – [ePPS](#), users need to be logged in).

Contracting Authorities are encouraged to submit any queries to their respective Ministry's Procurement Section or to their Ministerial Procurement Unit (MPU), as the case may be.

Anthony Cachia
Director General (Contracts)