

## List of Acronyms

<b>AfDB</b>	African Development Bank
<b>CPAR</b>	Country Procurement Assessment Report
<b>DFID</b>	Department for International Development
<b>DPs</b>	Donor Partners
<b>e-GP</b>	Electronic Government Procurement
<b>EU</b>	European Union
<b>ICB</b>	International Competitive Bidding
<b>ICF</b>	Investment Climate Facility
<b>IPRP</b>	Independent Procurement Review Panel
<b>LCs</b>	Local Councils
<b>MDAs</b>	Ministries, Departments and Agencies
<b>MOF</b>	Ministry of Finance
<b>NCB</b>	National Competitive Bidding
<b>NPPA</b>	National Public Procurement Authority
<b>PC</b>	Procurement Committee
<b>PE</b>	Procuring Entity
<b>PPA</b>	Public Procurement Act
<b>RB</b>	Restricted Bidding
<b>RFQ</b>	Request for Quotation
<b>SS</b>	Sole Source
<b>UNCITRAL</b>	United Nations Commission on International Trade Law
<b>WB</b>	World Bank

## Definition of Key Terms used in this Document

<b>Authority</b>	The Authority is the National Public Procurement Authority (NPPA) which is the autonomous body regulating all public sector procurement
<b>Award</b>	The process of legally granting a procurement contract to the winning bidder.
<b>Bidding Document</b>	A document or set of documents prescribing the quantity, quality, characteristics, conditions and procedures, of the transaction prior to the actual procurement, and on the basis of which bidders are to prepare their bids.
<b>Independent Procurement Review Panel</b>	The five-person Panel under section 20 of the Act established for the purpose of conducting independent administrative review of challenges to award decisions and complaints arising under this Act.
<b>International Competitive Bidding</b>	A procurement method appropriate for high value or complex procurements, or where the requirements by their nature or scope, is unlikely to attract adequate local competition or where their prices are not competitive in the local market. The Act requires the use of ICB for procurement of goods, works and services above the threshold stated in Schedule 3.
<b>Goods</b>	Objects of every kind and description, including commodities, raw materials, products and equipment, and objects in solid, liquid or gaseous form, and electricity, as well as services incidental to the supply of the goods if the value of those incidental services does not exceed that of the goods themselves.
<b>National Competitive Bidding</b>	A procurement method appropriate for less complex procurements where international competitive bidding is not cost-effective, where the requirements by their nature or scope are unlikely to attract foreign competition, or where there are justifiable reasons for the Procuring Entity to restrict bidding to domestic bidders. The Act permits the use of NCB for procurement of goods, works and services valued at the thresholds stated in Schedule 3.
<b>Procurement Plan</b>	A document prepared by every procuring entity each year to plan all procurement requirements necessary to perform the activity plan of the procuring entity; accordingly, the planning process involves needs assessment, market survey as well as profiling, grouping and packaging of procurement requirements to ensure maximum value for money is achieved.
<b>Procuring Entity</b>	A Ministry, Department, Agency, Public Corporation, Local Council, Public Authority or State-owned company with responsibility to undertake procurement using Government funds.
<b>Procurement Requirements</b>	Meaning the contents of the procurement activity i.e the goods, works and services to be procured.

**Request for Quotation** A simple procurement procedure for the purchase of low value goods, works and simple non-consultancy services.

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**Restricted Bidding** Means the procurement method, conducted in accordance with section 41 of the Act, in which the invitation to bid is extended to a limited number or shortlist of bidders. This may directly follow a formal pre-qualification of bidders for the specific requirement.

**Services** Refer to consultant and non-consultant services. Non-consultant services refer to services which are contracted on the basis of performance of measurable physical outputs (for example, operation and maintenance of facilities or plant, catering services etc). Consulting Services refers to services of intellectual and non-material nature that do not lead to a measurable physical output (for example, design, supervision, training, advisory, auditing, and similar services).

**Sole Source** A method for procuring requirements directly from a bidder without competition (direct procurement) as provided for in Section 46 of the Public Procurement Act of 2016.

**Works** All works associated with the construction, reconstruction, demolition, repair or renovation of a building, structure or works, such as site preparation, erection, building as well as services incidental to construction such as drilling, mapping, satellite photography, seismic investigations, mechanical and electrical works, etc.