



**Public Procurement Regulatory Authority**

**Guideline**

**For**

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**Procurement of Conference Services from  
Public Bodies**

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**PPRA**

**OCTOBER, 2017**

**Further information may be  
obtained on [www.ppra.go.tz](http://www.ppra.go.tz)**

<b>PART I: INTRODUCTION</b>	
1. Background	<p>1.1. Pursuant to Regulation 115 of the Public Procurement Regulations of 2013 (PPR 2013) and its amendments of 2016 (PPR 2016), public bodies are allowed to participate in the tender opportunities floated by other procuring entities (PEs). These services may include provision of conference services by other public bodies.</p> <p>1.2. Pursuant to the requirements of section 106 of PPA 2011 as amended in 2016, this Guideline is hereby issued to facilitate PEs to secure conference services from other public bodies.</p>
2. Short Title	2.1. This document may be cited as the guidelines for procurement of conference services from public bodies.
3. Application	3.1. This guideline shall be applied by all PEs and public bodies which provide conference services.
4. Definitions	<p>4.1. In these Guidelines, unless the context requires otherwise;-</p> <p>“Authority” means the Public Procurement Regulatory Authority.</p> <p>“Procuring Entity” means a public body and any other body, or unit established and mandated by government to carry out public functions;</p> <p>“Public body” means any Ministry, Department or Agency of the Government; any body corporate or statutory body or authority established by the Government; any company registered under the Companies Act being a company in which the Government or an agency of the Government, is in the position to influence the policy of the company; or any local government authority.</p> <p>“Conference services” means rooms of specified size consisting of the chairs, tables and other specified equipments, systems and defined services to be used for a particular purpose.</p>
5. Purpose of the Guideline	<p>5.1. General Purpose</p> <p>To guide public bodies to carry out their objectives or any functions related to conference services. This power to issue guideline is vested to the Authority by virtue of Section 106 of the Public Procurement Act Cap 410.</p> <p>5.2. Specific Purpose</p>

	<p>Specific purpose of this guideline is to:</p> <ul style="list-style-type: none"> <li>a) Provide guidance on appropriate provisions of the legislations which govern the provision or acquisition of conference services;</li> <li>b) Provide guidance on principles and procedures to be followed on procurement of conference services; and</li> <li>c) To ensure consistency in the application of procurement procedures and practices in the procurement of conferences services.</li> </ul>
6. Importance of the Guideline	<p>6.1 The guideline outlines the procurement procedures that should be followed by procuring entities when during the procurement of conference services.</p> <p>6.2 The use of this guideline will ensure uniformity with regard to the procedures to be undertaken by procuring entities when procuring conference services.</p>
<b>PART II: GENERAL PRINCIPLES</b>	
7. General Principles	<p>7.1 While inviting public bodies which provide conference services, PEs shall ensure that procurement is conducted in a manner that maximizes integrity, accountability, economy, efficiency, transparency and achieves value for money.</p> <p>7.2 PEs must execute their duties of securing conference services while taking into consideration of the following standards:</p> <ul style="list-style-type: none"> <li>a) equality of opportunity to all public bodies which offer conference services;</li> <li>b) fairness of treatment to all public bodies offering conference services; and</li> <li>c) the need to obtain the best value for money in terms of <b>price, quality and delivery</b>, having regards to prescribed service requirements." </li></ul>
<b>PART II: DESCRIPTION OF CONFERENCE SERVICE</b>	
8. Conference Information	<p>8.1 Public bodies which provide conference services shall on request provide to the PE the details of their conference services for each financial year. Such information shall contain the following:</p>

	<p>(a) The detailed description of conference services;</p> <p>(b) Capacity of conference services available;</p> <p>(c) Prices charged for conference service inclusive of VAT (if applicable);</p> <p>(d) Shortlist or name of caterer(s) (if catering is provided separate from the conference service);</p> <p>(e) Any other condition/information associated with the conference services;</p> <p>8.2 The public body which provides conference service shall ensure that the price charged against such conference service provided has obtained <b>internal approval</b> before they are made available to PEs.</p>
<b>PART II: CONFERENCE PLANNING</b>	
9. Procurement Planning	<p>9.1 PEs wishing to procure conference services shall ensure that such requirement for conference service have been included in their approved Annual Procurement Plans (APP) and such APP has been approved by budget approving authority.</p> <p>9.2 Where such procurement requirement is not in the approved APP, a written approval of the accounting officer shall be sought prior to commencement of procurement.</p> <p>9.3 In line with Regulation 69(9) of GN 446 of 2013 as amended in 2016, approval of the accounting officer shall be obtained either by inclusion of that <b>procurement</b> in the APP or by request as an <b>individual item</b> of procurement when not included in the APP.</p>
<b>PART III: PROCUREMENT PROCEDURES</b>	
10. Procurement of methods	<p>10.1. Public entities are permitted to enter into contractual agreements with each other for the provision of conference services by means of Direct Contracting.</p> <p>10.2. For such procurement, the PE must ensure that the rates being charged are competitive and offer value for money.</p> <p>10.3. Where it is clear that value for money will not be obtained, the PE should revert to a competitive tender process as stipulated in the Public Procurement Regulations.</p>

	<p>10.4. Procurement Management Unit in consultation with User Department shall identify public bodies which provide conference services that meet their current demand;</p> <p>10.5. PEs shall consider, among other criteria, the following while identifying public bodies which offer conference services:</p> <ul style="list-style-type: none"> <li>(a) <b>Availability</b> and <b>cost</b> of conference services;</li> <li>(b) <b>Quality</b> of the conference services to meet the suit the demand of PEs depending on the nature and type of conference participants; and</li> <li>(c) <b>Capacity</b> of the conference facilities against the expected number of participants.</li> </ul> <p>10.6. Procurement Management Unit shall request <b>price catalogues</b> of conference service from either a shortlist or a single sourced public body.</p> <p>10.7. Where conference services provided by a Public Body does not include <b>catering services</b>, PMU shall request from the Public Body the name or shortlist of caterers who have been engaged by such a public body and their priced catalogue (if any);</p> <p>10.8. Where there is no any single caterer who have been engaged by such a public body, PEs shall use the mini competition procedures to obtain the caterer from those who have agreements with Government Procurement Services Agency;</p> <p>10.9. Tender board shall approve the public bodies which provide conference service and their priced catalogue. Such approval shall be valid until changes have been made to the catalogues;</p> <p>10.10. PEs shall, at any time when the conference is required, issue local purchase order to the approved public body.</p> <p>10.11. The price quoted in the local purchase order shall be the price obtained from the issued catalogue and approved in line with paragraph 10.9 above.</p>
	<b>PART III: MONITORING BY AUTHORITY</b>
11. Monitoring by	11.1. The Authority will be responsible to monitor the

the Authority	procurement of conference services.  11.2. To accomplish its monitoring roles of the Authority, Public Body which offers conference services shall furnish to the Authority with the name of the client and date of entering into a contract and contract amount for monitoring purposes.
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