

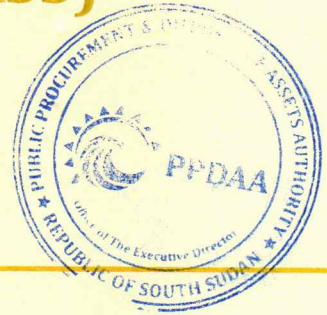
Republic of South Sudan (RSS)



PPDAA

Public Procurement &
Disposal of Assets Authority

Office of The Executive Director



Circular No: PPDA/2025/01

Date: 21st February 2025

From: **The Executive Director**
Public Procurement and Disposal of Assets Authority (PPDAA)

To: **All Accounting Officers of the Procuring Entities in South Sudan**

Dear Sir/ Madam,

Operationalization of the Public Procurement and Disposal of Assets System of the Republic of South Sudan.

I refer to Section 23 and 24 of the Public Procurement and Disposal of Assets (PPDA) Act 2018, with respect to the role and responsibilities of the Procuring Entities of which you are the Accounting Officers.

I would like to bring to your good attention that PPDA has now completed the setting up of systems of procurement and disposal of assets and implementation tools which are necessary for the Procuring Entities to implement and comply with the PPDA Act 2018, as summarized below:

1. The Public Procurement and Disposal of Assets Regulations, 2024 – approved by the Transitional National Legislative Assembly on 12th August 2024, and issued by the Minister of Finance and Planning on 17th October 2024.
2. Preparation and approval by PPDA Board of Directors, ten (10) Standard Bidding Documents for procurement of works, goods, non-consultancy and consultancy services, namely:
 - (a) Request for Bids for Large Works, for Small Works, for Goods, for Non-consultancy Services; and for Design, Supply and Installation of Plant.
 - (b) Request for Quotations for Goods, for Works and for Non-consultancy Services.
 - (c) Request for Proposal for small Consultancy assignments, and for Complex Consultancy Services
3. Completed the preparation of the website www.ppdAA.gov.ss and tender portal www.ppdAAtenderportal.gov.ss. All the prepared documents for procurement and disposal of assets have already been posted in the website. And bid invitations, bid awards and provider registration shall be carried out through the tender portal.
4. Setting up a Providers Registration System through the Tender Portal, to enable the registration of providers to participate in procurement opportunities advertised by the Procuring Entities.

In addition to setting systems and developing the procurement and disposal of assets implementation tools, PPDA has conducted capacity building workshops to members of

Procurement Committees from 32 MDAs and 8 States and Administrative Areas, and plans to carry out further capacity building workshops to other members of Procurement Committees and Staff of Procurement Units.

Pursuant to the above reported progress, PPDA is now issuing this circular to request all Accounting Officers to start implementing the PPDA Act 2018 as required by the Laws. You are kindly requested to implement the following:

1. Form necessary structures within the Procuring Entities required for implementing the Law, in particular the formation of the Procurement Committees. This directive is applicable to Accounting Officers who have not yet formed their Committees and communicate such structures to PPDA in accordance with Section 26 of the PPDA Act 2018;
2. Submit to PPDA the names and qualifications of staff of your Procurement Unit to enable us organize capacity building training for them;
3. Prepare and submit to PPDA, Annual Procurement Plan for your entity for the Financial Year 2024/25 based on your approved budget. Guidelines and Templates for preparing the same are available in the tender portal www.ppdaatenderportal.gov.ss
4. Prepare and submit for posting all invitation for bids and awards in the tender portal www.ppdaatenderportal.gov.ss. All documents to be used for bidding process are available in the PPDA's website www.ppdaa.gov.ss including Guidelines on How to Prepare Bidding Documents;
5. Ensure that all providers invited to submit tenders and quotations by your organization provide proof of their registration with PPDA as required by Section 8(1)(k) of the PPDA Act 2018. They can process their registration through the tender portal www.ppdaatenderportal.gov.ss.

Please take note that as per Section 25(1) of PPDA Act 2018, as Accounting Officers you have the overall responsibility for the execution of the procurement and disposal processes of your entity. It is therefore the expectation of PPDA, that as an Accounting Officer you will take all necessary actions and steps to comply with this circular.

Kindly do not hesitate to contact PPDA for any further clarifications or any assistance required on your part.

Yours sincerely,



Hon. Deng Akuei Kak
Executive Director, PPDA
South Sudan, Juba

Hon. Ayii Bol Akol
Acting Chairperson, PPDA
South Sudan, Juba

Cc: Hon. Minister, Ministry of Finance and Planning
Cc: Hon. Minister, Ministry of Justice & Constitutional Affairs
Cc: Hon. 1st U/S for Finance, Ministry of Finance and Planning
Cc: Hon. U/S, Ministry of Justice and Constitutional Affairs
Cc: Board of Directors, PPDA