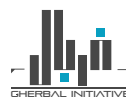


PUBLIC PROCUREMENT

Key Performance Indicators (KPI)



Public procurement Key Performance Indicators (KPI)

According to the provisions of the Public Procurement Law No. 244, dated July 19, 2021

Public Procurement Law No. 244/2021 issued on July 19, 2021 is based on eight principles of public procurement, the most prominent of which are integrity and transparency. Therefore, the purpose of developing key performance indicators is to measure the performance of the procuring entities, including: the state and its administrations, public institutions, independent administrative bodies, and courts that have private budgets, authorities and councils, funds, municipalities and municipal corporations, security and military agencies, diplomatic missions abroad, regulatory authorities, companies in which the state owns shares, public utilities run by private companies for the benefit of the state, and any person of public law spending public money.

Noting that this purpose serves enhancing transparency, integrity and accountability by obligating the procuring entity to publish basic information related to the procurement stages on the central electronic platform, which would provide information and data to all interested and concerned persons, and thus the possibility of monitoring the performance of the procuring entity according to the indicators below.

This roster can be obtained as a hard or soft copy from Gherbal Initiative or Institut des Finances Basil Fuleihan



Key Performance Indicators for the Procuring entity:	Yes	No
1 Setting an annual procurement plan:		
<ul style="list-style-type: none"> Publishing: 		
- Procurement subject matter	<input type="checkbox"/>	<input type="checkbox"/>
- Procurement nature (supplies, works, services)	<input type="checkbox"/>	<input type="checkbox"/>
- Procurement nature (supplies, works, services)	<input type="checkbox"/>	<input type="checkbox"/>
- Estimated value of each procurement and the corresponding budget section	<input type="checkbox"/>	<input type="checkbox"/>
- Brief description of procurement	<input type="checkbox"/>	<input type="checkbox"/>
- Procurement's conducting method	<input type="checkbox"/>	<input type="checkbox"/>
- Procurement estimated starting date (indicated by month)	<input type="checkbox"/>	<input type="checkbox"/>
- Financial range that includes the estimated value of the procurement subject matter	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Sending the integrated plan to Public Procurement Authority within 10 days from passing the public budget. 	<input type="checkbox"/>	<input type="checkbox"/>



When amending the annual plan (obtaining grants or loans)	Yes	No
Publishing the amendment on the website of the procuring entity, if any, and the central electric platform of the Public Procurement Authority 21 days before the deadline for submitting proposals.	<input type="checkbox"/>	<input type="checkbox"/>
The procuring entity issues a justified decision indicating the exceptional circumstances that led to the reduction of the announcement period to 15 days when it is practically impossible to adopt the general rule, and notes the justification in the procurement procedures record.	<input type="checkbox"/>	<input type="checkbox"/>
2 Procurement procedures record		
Keeping a procurement procedures record	<input type="checkbox"/>	<input type="checkbox"/>



3 Website	Yes	No
Creating a private website on which you publish all procurement procedures stipulated by the law (if possible).	<input type="checkbox"/>	<input type="checkbox"/>
To publish, at least once a year, a comprehensive announcement concerning all the contracts that were awarded by the procurement by invoice method.	<input type="checkbox"/>	<input type="checkbox"/>

Capitalize procedures	Yes	No
1 Pre-qualification (The procuring entities shall carry out pre-qualification procedures for the bidders to ensure the availability of the qualifications and capabilities required to implement the contract according to the specified characteristics and quality, before inviting them to submit procurement proposals, in accordance with to criteria and requirements specified by the pre-qualification files).		
Adopting the pre-qualification procedures at the invitation of the procuring entity	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Publishing the invitation to pre-qualification 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • The invitation shall include the following information: 		
<ul style="list-style-type: none"> - The name and address of the procuring entity 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> - A summary of the most prominent provisions and terms required by the procurement contract or the framework agreement 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> - Standards and procedures adopted to ascertain the qualifications of bidders 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> - How to obtain pre-qualification files and where to receive or review them 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> - How and where to submit pre-qualification requests and the deadline for submission 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> - How and where to submit proposals and the deadline for submission 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> - Place and time to opening pre-qualification files by hour, day, month and year 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> - Deadlines for notifying bidders of the results of qualification 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Providing a set of pre-qualification files on the procurement entity's website, if any, and on the central electronic platform of the Public Procurement Authority in conjunction with the publication of the invitation. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Submitting requests for clarification 	<input type="checkbox"/>	<input type="checkbox"/>
Requests for clarification regarding pre-qualification files (by the bidders)	<input type="checkbox"/>	<input type="checkbox"/>

Publishing:	Yes	No
A summary of the requests regarding the pre-qualification files without indicating identity of the applicant	<input type="checkbox"/>	<input type="checkbox"/>
Responses on the requests for clarification	<input type="checkbox"/>	<input type="checkbox"/>
Requests for clarification regarding bidders' qualifications (by the procurement entity)		
Including all correspondences between the bidder and the procurement entity in the procurement procedures record		
Publishing:		
Date of submission of the pre-qualification request	<input type="checkbox"/>	<input type="checkbox"/>
Bidders' qualifications or lack of qualifications	<input type="checkbox"/>	<input type="checkbox"/>



2 The invitation for public tender	Yes	No
a Publication mean (Official Gazette, newspaper, website, central electronic platform)		
Publishing the reasons and circumstances that led the procurement entity to choose the announcement mean.	<input type="checkbox"/>	<input type="checkbox"/>
b Announcing the procurement		
Publishing the invitation for competition on the central electronic platform of the Public Procurement Authority and the procurement entity's website, if any, and any other additional mean.	<input type="checkbox"/>	<input type="checkbox"/>
c Announcement duration		
At least 21 days from the deadline for submitting proposals.	<input type="checkbox"/>	<input type="checkbox"/>
This duration may be reduced to 15 days when the general rules fail to apply, provided that:		
The contracting authority shall issue a justified decision indicating the exceptional circumstances that led to this decision	<input type="checkbox"/>	<input type="checkbox"/>
Including the decision in the procurement procedures record	<input type="checkbox"/>	<input type="checkbox"/>



3 Bidding documents		Yes	No
Providing the bidding document or the tender file to the bidders on the procuring entity's website, if any, and on the central electronic platform of the Public Procurement Authority in conjunction with the announcement of the procurement.		<input type="checkbox"/>	<input type="checkbox"/>
In the event of pre-qualification procedures, the procuring entity shall provide the tender files for each pre-qualified bidder.		<input type="checkbox"/>	<input type="checkbox"/>
4 Request for clarification regarding procurement documents			
a In case requests for clarification were submitted:			
Request for clarification regarding documents (by the bidders)			
Publishing:			
A summary of the requests regarding the tender files without indicating the identity of the applicant		<input type="checkbox"/>	<input type="checkbox"/>
Responses on the requests for clarification		<input type="checkbox"/>	<input type="checkbox"/>
Requests for clarification regarding the qualifications of bidders and submitted proposals during the evaluation (by the procurement entity)		<input type="checkbox"/>	<input type="checkbox"/>
Including all correspondences between the bidder and the procurement entity in the procurement procedures record.		<input type="checkbox"/>	<input type="checkbox"/>



b In case any clarification or amendment to the tender files was issued:	Yes	No
Publishing a summary of each amendment or clarification.	<input type="checkbox"/>	<input type="checkbox"/>
Extending the deadline for submitting requests for proposals (if the information published in the tender or prequalification files became substantially different).	<input type="checkbox"/>	<input type="checkbox"/>
Publishing the extension of the deadline on the central electronic platform of the Public Procurement Authority.	<input type="checkbox"/>	<input type="checkbox"/>
Publishing the amended information in the same manner and place of publishing the original information.	<input type="checkbox"/>	<input type="checkbox"/>



5 Submitting proposals		
a In case a submitted proposal was rejected:		
The procuring entity shall publish a rejection statement and the reasons and circumstances that led to this rejection.	<input type="checkbox"/>	<input type="checkbox"/>
b In case a bidder was excluded from the award procedures		
Including the exclusion decision and the reasons and circumstances, that led the procuring entity to this exclusion, in the procurement procedures record.	<input type="checkbox"/>	<input type="checkbox"/>

6 Bid-opening	Yes	No
Opening proposals during a public session, immediately upon the expiry of the bidding period, in the presence of the authorized persons at the time, place and method specified in the file.	<input type="checkbox"/>	<input type="checkbox"/>
An attendance list shall be organized and signed by participants (Representatives of the procuring entity and the Public Procurement Authority, bidders and their representatives) as proof of their attendance.	<input type="checkbox"/>	<input type="checkbox"/>
The bid-opening events shall be recorded in minutes signed by the Chairperson and members of the Tender Committee.	<input type="checkbox"/>	<input type="checkbox"/>
Including the value of all submitted proposals, a brief of their most prominent provisions and their other terms in the procurement procedures record.	<input type="checkbox"/>	<input type="checkbox"/>
Including all information and documents related to the events of the session in the procurement procedures record.	<input type="checkbox"/>	<input type="checkbox"/>
7 Evaluating Proposals		
Evaluating proposals within the time limit specified in the bidding document, that must be compatible with the proposals' validity and the procurement nature.	<input type="checkbox"/>	<input type="checkbox"/>
Using only the evaluation criteria mentioned in the tender files.	<input type="checkbox"/>	<input type="checkbox"/>
Organizing a minutes on evaluating proposals and including it in the procurement procedures record.	<input type="checkbox"/>	<input type="checkbox"/>



8 Accepting the Winning Proposal (Provisional Award)

Yes

No

Publishing the decision on accepting the winning proposal (provisional award).

Committing to the standstill period during which contract signing is prohibited (a period of 10 working days starting from the announcement of the winning bidder).

Informing the winning bidder (provisional bidder) to sign the contract shall be signed within a period not exceeding 15 days upon the end of the standstill period.

Informing the bidder whose proposal has been rejected and the reasons thereof.

Signing the contract within 15 days from the date of signing the contract by the bidder who presented the winning proposal (provisional bidder).

• In case the single bid was accepted:

Publishing the acceptance decision, provided that it shall include:

- An express statement of the precedence of the accepted single bidder and the intention to contract with him

- The name and address of the bidder who presented the winning proposal (provisional bidder)

- Contract value (If the winning proposal was confirmed based on price and other criteria)

- A brief of the characteristics and comparative advantages of the winning proposal may also be added

- Standstill period duration

• In case the standstill period was applied (in order to submit complaints):

Publishing a notice regarding the standstill period

• In case the standstill period was not applied:

Indicating the reasons and circumstances on which the decision was based.



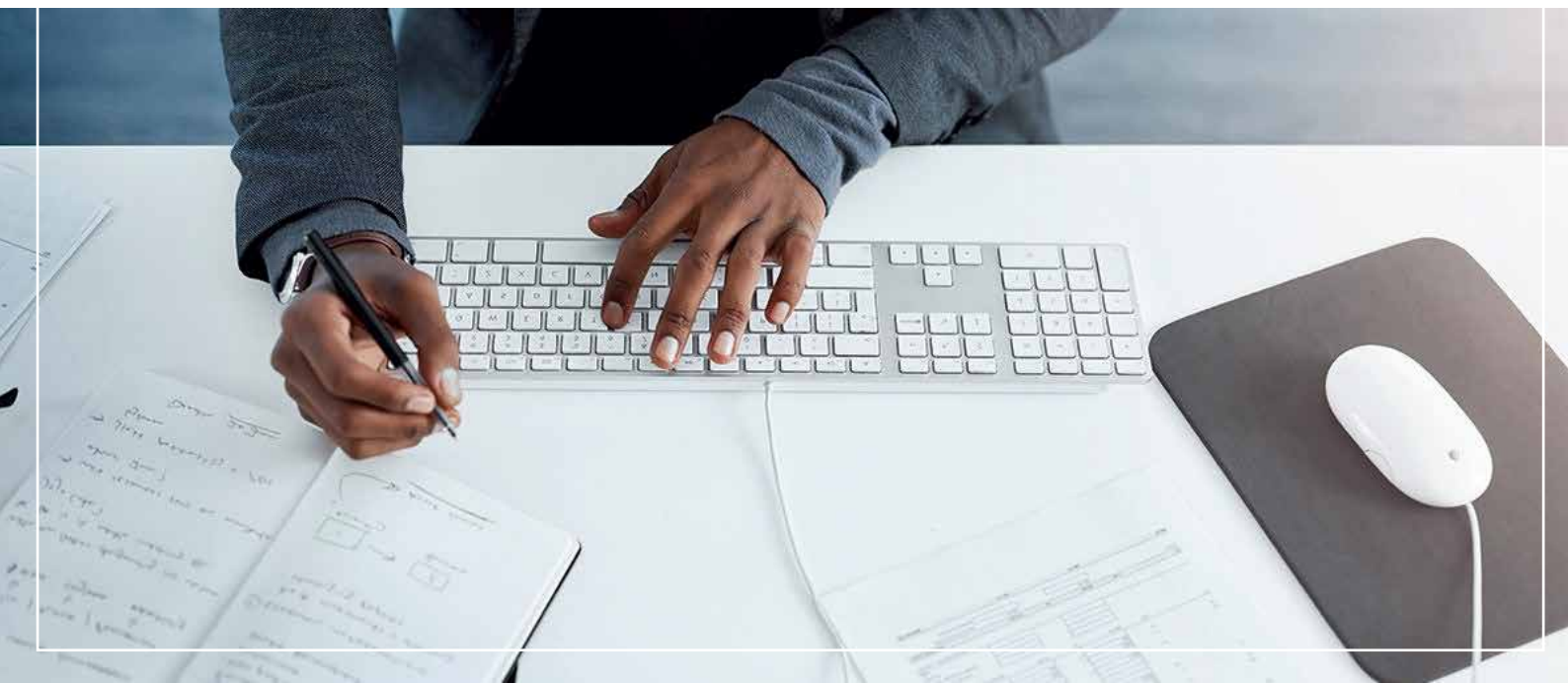
9 In case of Cancelling the Procurement	Yes	No
Publishing a cancellation statement and the reasons thereof.	<input type="checkbox"/>	<input type="checkbox"/>
Notifying all participating bidders of the cancellation decision within a period not exceeding 5 days from the date of decision issuance.	<input type="checkbox"/>	<input type="checkbox"/>
Publishing a cancellation notice in the same manner and place of publishing the original information.	<input type="checkbox"/>	<input type="checkbox"/>
10 Announcing the award		
<ul style="list-style-type: none"> • Publishing an announcement of award or the framework agreement indicating: <ul style="list-style-type: none"> - The name of the winning bidder - Contract value • Requesting the guarantee of performance, from the obligor, at a percentage not exceeding 10% of the contract value (a guarantee of performance is a financial guarantee provided as a guarantee for the implementation of the project in accordance with the specifications and standards stipulated in the contract). 		
- The name of the winning bidder	<input type="checkbox"/>	<input type="checkbox"/>
- Contract value	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Requesting the guarantee of performance, from the obligor, at a percentage not exceeding 10% of the contract value (a guarantee of performance is a financial guarantee provided as a guarantee for the implementation of the project in accordance with the specifications and standards stipulated in the contract). 	<input type="checkbox"/>	<input type="checkbox"/>
11 Upon the Acceptance of Works, Supplies or Services		
The procuring entity shall organize an acceptance report within a maximum of 30 days from the date on which the obligor submitted the request for acceptance.	<input type="checkbox"/>	<input type="checkbox"/>
Noting the date and hour of acceptance in the report and signing it by the Chairperson and members of the Acceptance Committee.	<input type="checkbox"/>	<input type="checkbox"/>



12 Termination of Contract	Yes	No
Publishing the termination decision and the reasons thereof (infringement, termination, cancellation) on the procuring entity's website, if any, and the central electronic platform of the Public Procurement Authority.	<input type="checkbox"/>	<input type="checkbox"/>
13 Upon the Exclusion of an Infringe Bidder		
Requesting the approval of the Public Procurement Authority on the exclusion decision.	<input type="checkbox"/>	<input type="checkbox"/>
Publishing the exclusion decision on the central electronic platform of the Public Procurement Authority and the website of the procuring entity, if any.	<input type="checkbox"/>	<input type="checkbox"/>
Re-contracting in accordance with the procedures stipulated in this law or self-executing the project by the procuring entity, if the latter enjoys sufficient qualifications and capabilities, without resorting to any type of contracting.	<input type="checkbox"/>	<input type="checkbox"/>



Special Rules	Yes	No
1 In Case of Confidential Information:		
Determining and recording the reasons and circumstances on which the procuring entity relied in the procurement procedures record.	<input type="checkbox"/>	<input type="checkbox"/>
2 In Case Socio-Economic Policies Were Applied in the Award Procedures:		
Indicating detailed information on these policies and their activation mechanisms.	<input type="checkbox"/>	<input type="checkbox"/>
3 Preferential Systems		
Granting a %10 preference for proposals containing supplies or services of Lebanese origins.	<input type="checkbox"/>	<input type="checkbox"/>
The tender files shall not include provisions that lead to the exclusion of goods manufactured in Lebanon or of the Lebanese intellectual and advisory services if they meet the requirements in terms of quality.	<input type="checkbox"/>	<input type="checkbox"/>
4 When Adopting E-procurement:		
<ul style="list-style-type: none"> • When electronically opening and evaluating proposals: 		
<ul style="list-style-type: none"> - Electronically accepting all proposals 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> - Holding an electronic public session via virtual means of communication 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Electronically carrying out awarding, contracting and directing order procedures 	<input type="checkbox"/>	<input type="checkbox"/>



Special Cases	Yes	No
In case the procuring entity adopted a procurement method other than the public tender:	<input type="checkbox"/>	<input type="checkbox"/>
Issuing an express justified decision.	<input type="checkbox"/>	<input type="checkbox"/>
Including a statement of the reasons and circumstances that the procuring entity relied on to justify the adoption of this method.	<input type="checkbox"/>	<input type="checkbox"/>
1 Request for Quotations		
Including, in the procurement procedures record, a list of the suppliers or contractors to be invited to participate in the competition.	<input type="checkbox"/>	<input type="checkbox"/>
Periodically updating the list of names to introduce new bidders.	<input type="checkbox"/>	<input type="checkbox"/>
The competition shall include at least 3 bidders.	<input type="checkbox"/>	<input type="checkbox"/>
The project's estimated value shall not exceed 1 billion LBP.	<input type="checkbox"/>	<input type="checkbox"/>
The deadline for submitting proposals shall not be less than 10 days from the date of the announcement.	<input type="checkbox"/>	<input type="checkbox"/>
This deadline may be reduced to 5 days according to a justification in urgent situations, provided that this justification shall be published in the procurement procedures record.	<input type="checkbox"/>	<input type="checkbox"/>



2 Request for Consulting Services Proposals	Yes	No
• Publishing the invitation to participate	<input type="checkbox"/>	<input type="checkbox"/>
• The invitation shall include the following information:		
- The name and address of the procuring entity	<input type="checkbox"/>	<input type="checkbox"/>
- A detailed description of the procurement subject matter	<input type="checkbox"/>	<input type="checkbox"/>
- Date and place of submission	<input type="checkbox"/>	<input type="checkbox"/>
- Terms and conditions of the procurement contract and the contract form signed by both parties, if any	<input type="checkbox"/>	<input type="checkbox"/>
- Standards and procedures to ascertain the qualifications of bidders	<input type="checkbox"/>	<input type="checkbox"/>
- Standards and procedures of opening and evaluating proposals (minimal requirements)	<input type="checkbox"/>	<input type="checkbox"/>
- Announcing the procurement	<input type="checkbox"/>	<input type="checkbox"/>
- The means and place to obtain a request for consulting services proposals	<input type="checkbox"/>	<input type="checkbox"/>
- The price charged by the procuring entity in return for the request for consulting services proposals (if applicable), the means of payment and the currency	<input type="checkbox"/>	<input type="checkbox"/>
- The language or languages in which the request for proposals is available	<input type="checkbox"/>	<input type="checkbox"/>
- The mean, place and deadline for submitting proposals	<input type="checkbox"/>	<input type="checkbox"/>
• Providing the request for proposals on the procuring entity's website, if any, and the central electronic platform of the Public Procurement Authority.	<input type="checkbox"/>	<input type="checkbox"/>
• Including the results of reviewing and evaluating the technical, functional and performance characteristics of the proposals in the procurement procedures record.	<input type="checkbox"/>	<input type="checkbox"/>
• Publishing the award outcome	<input type="checkbox"/>	<input type="checkbox"/>



3 Procurement by Invoice		Yes	No
The procurement project, including the consulting services, shall not exceed a maximum of 100 billion LBP.		<input type="checkbox"/>	<input type="checkbox"/>
Participating bidders shall not be less than 2.		<input type="checkbox"/>	<input type="checkbox"/>
The winning proposal shall be the lowest priced meeting the procuring entity's requirements.		<input type="checkbox"/>	<input type="checkbox"/>
4 Direct Contracting			
<ul style="list-style-type: none"> The Public Procurement Authority shall be notified of the intention to adopt the direct contracting. 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Publishing a notice of direct contracting on the central electronic platform of the Public Procurement Authority and the procuring entity's website, if any, at least 10 days prior to the date of entering the contract* 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The said notice shall include: <ul style="list-style-type: none"> - The name and address of the procuring entity - A brief of the most prominent provisions and terms required in the procurement contract - That the contract will be conducted by direct contracting 			
<ul style="list-style-type: none"> Did the process include negotiations between the procuring entity and the bidders? 		<input type="checkbox"/>	<input type="checkbox"/>
5 Two-staged Tender			
<ul style="list-style-type: none"> The stages of the two-staged tender: <ul style="list-style-type: none"> a First stage: <ul style="list-style-type: none"> Obtaining the previous approval of the Public Procurement Authority. Inviting bidders to submit initial proposals, including their suggestions but not their financial proposals. Including the report and the discussion minutes in the procurement procedures record. Editing the provisions and terms of the tender file (if necessary) 			
Obtaining the previous approval of the Public Procurement Authority.		<input type="checkbox"/>	<input type="checkbox"/>
Inviting bidders to submit initial proposals, including their suggestions but not their financial proposals.		<input type="checkbox"/>	<input type="checkbox"/>
Including the report and the discussion minutes in the procurement procedures record.		<input type="checkbox"/>	<input type="checkbox"/>
Editing the provisions and terms of the tender file (if necessary)		<input type="checkbox"/>	<input type="checkbox"/>

*These provisions do not apply to cases of emergency and relief or cases of a confidential nature

b Second stage:	Yes	No
Inviting the bidders whose initial proposals were not rejected at the first stage to submit their final proposals including the technical and financial aspects.	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Two-stages tender procedures: 		
<ul style="list-style-type: none"> • Upon bid-opening: 		
Proposals shall be opened in a public session in the presence of the authorized persons mentioned in the tender file at the time, place and method specified in the said file.	<input type="checkbox"/>	<input type="checkbox"/>
Preparing an attendance list and signing it by the participants as a proof of their presence.	<input type="checkbox"/>	<input type="checkbox"/>
The bid-opening events shall be noted in a report signed by the Chairperson and members of the Tender committee.	<input type="checkbox"/>	<input type="checkbox"/>
Including all information and documents related to the events of the session in the procurement procedures record.	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Upon evaluating proposals: 		
Evaluating proposals within a specified period, organizing minutes on the matter and including it in the procurement procedures record.	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Upon accepting the winning proposal (provisional award): 		
Publishing the procuring entity's acceptance decision.	<input type="checkbox"/>	<input type="checkbox"/>



6 Framework agreement	Yes	No
The Public Procurement Authority shall be notified of the intention to adopt the framework agreement 10 days prior to the commencement of procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Including a statement of the reasons and circumstances that the procuring entity relied on to justify the adoption of this method.	<input type="checkbox"/>	<input type="checkbox"/>
Publishing:		
- The name and address of the entity with whom the agreement is concluded	<input type="checkbox"/>	<input type="checkbox"/>
- The procurement method adopted to implement the framework agreement	<input type="checkbox"/>	<input type="checkbox"/>
- Information on how to view the text of the agreement	<input type="checkbox"/>	<input type="checkbox"/>
- Notices of procurement contracts to be signed based on the framework agreement	<input type="checkbox"/>	<input type="checkbox"/>
- Necessary information related to communication methods (such as electronic communication)	<input type="checkbox"/>	<input type="checkbox"/>
- A brief of the agreements' most prominent provisions and terms	<input type="checkbox"/>	<input type="checkbox"/>
- A copy of the final written agreement	<input type="checkbox"/>	<input type="checkbox"/>



Complaint Procedures		Yes	No
1 Upon Submitting a Request for Reconsideration or Complaint Before the Complaint Authority:			
Publishing a notice of receipt of a request for reconsideration or complaint.		<input type="checkbox"/>	<input type="checkbox"/>
Refraining from signing the contract or framework agreement immediately upon receiving a request for reconsideration or a complaint from the Complaint Authority.		<input type="checkbox"/>	<input type="checkbox"/>
Enabling the Complaint Authority to have actual access to the documents related to the procurement procedures as soon as it receives the complaint notice.		<input type="checkbox"/>	<input type="checkbox"/>
Including the request for reconsideration or the complaint received by the Complaint Authority and its decisions in the procurement procedures record of the procuring entity.		<input type="checkbox"/>	<input type="checkbox"/>
2 Upon Making a Decision Regarding the Reconsideration or Complaint (whether to cancel, correct, amend or confirm any decision or measure):			
A written decision explaining the applied measures and reasons thereof.		<input type="checkbox"/>	<input type="checkbox"/>
Publishing the decision.		<input type="checkbox"/>	<input type="checkbox"/>
Including the decision in the procurement procedures record.		<input type="checkbox"/>	<input type="checkbox"/>
3 Internal Audit			
Appointing one or more of your employees to conduct the internal audit, in accordance with the importance, number and value of contracts.		<input type="checkbox"/>	<input type="checkbox"/>
Notifying the Public Procurement Authority and the competent regulatory authorities of any violations or negligence as a result of the internal audit and		<input type="checkbox"/>	<input type="checkbox"/>
Notifying the competent regulatory authorities of the violations committed by the procuring entity's employees, in order to take the necessary measures according to the laws and regulations in force.		<input type="checkbox"/>	<input type="checkbox"/>



Key Performance Indicators for the Public procurement Authority:		Yes	No
1	Central Electronic Platform		
	Designing, managing and operating the central electronic platform	<input type="checkbox"/>	<input type="checkbox"/>
2	Annual Procurement Plans		
	Issuing standard templates	<input type="checkbox"/>	<input type="checkbox"/>
	Collecting plans from the procuring entities according to the standard template and unifying them in a standard annual procurement plan	<input type="checkbox"/>	<input type="checkbox"/>
	Publishing the standard plan on the central electronic platform within 10 days	<input type="checkbox"/>	<input type="checkbox"/>
3	All Data and Documents		
	Publishing all public procurement related data and documents on the central electronic platform.	<input type="checkbox"/>	<input type="checkbox"/>
4	Public Contracts Records		
	Creating a record for keeping public contracts	<input type="checkbox"/>	<input type="checkbox"/>
	Keeping contracts, updating and publishing them on the central electronic platform, taking into account the confidentiality of public contracts related to security and national defense.	<input type="checkbox"/>	<input type="checkbox"/>
5	Exclusion Decisions		
	Approving the exclusion decisions issued by the procuring entity.	<input type="checkbox"/>	<input type="checkbox"/>
	Keeping exclusion decisions and related notes in a special public record.	<input type="checkbox"/>	<input type="checkbox"/>
	Publishing the exclusion record on the central electronic platform.	<input type="checkbox"/>	<input type="checkbox"/>
	Writing off the names of the bidders who have regained the terms of their participation in the public procurement contracts, with time lapse or upon request.	<input type="checkbox"/>	<input type="checkbox"/>
	Updating the exclusion record periodically on the central electronic platform.	<input type="checkbox"/>	<input type="checkbox"/>
6	Performance Standards:		
	Setting and issuing performance standards, and editing and publishing analytical and statistical reports.	<input type="checkbox"/>	<input type="checkbox"/>

7 Organizational or Legal Amendments:	Yes	No
Surveying the public and the private sector when proposing these amendments, and inviting the public to make suggestions and comments.	<input type="checkbox"/>	<input type="checkbox"/>
Explaining the adopted options and publishing the draft amendment on the central electronic platform.	<input type="checkbox"/>	<input type="checkbox"/>
Proposing public policies related to procurement to the Council of Ministers.	<input type="checkbox"/>	<input type="checkbox"/>
Submitting a recommendation regarding the amendment of the financial ceilings mentioned in the law.	<input type="checkbox"/>	<input type="checkbox"/>
Submitting a recommendation concerning goods, services and minor works which can be procured by a framework agreement	<input type="checkbox"/>	<input type="checkbox"/>

8 Periodic and Annual Reports

Developing and publishing periodic reports according to the violations (financial or functional), attached to the recommendations of the Public Procurement Authority.	<input type="checkbox"/>	<input type="checkbox"/>
Preparing an annual report mentioning the issues raised, the mean to address them, and the proposed recommendations, and publishing them to the public.	<input type="checkbox"/>	<input type="checkbox"/>
Issuing a template for the annual report on procurements and making it available to the procuring entities.	<input type="checkbox"/>	<input type="checkbox"/>
Issuing instructions for updating the lists of suppliers and contractors to introduce new bidders in the procedures for requesting quotations.	<input type="checkbox"/>	<input type="checkbox"/>



9 Availability of Data	Yes	No
Placing all information, documents, records and data at the reach of the public, through available digital and/or print media.	<input type="checkbox"/>	<input type="checkbox"/>
Publishing all announcements and notices related to procurements and qualification and awarding procedures in accordance with the rules on the central electronic platform and obligating the procurement authorities to comply to the same.	<input type="checkbox"/>	<input type="checkbox"/>
10 In Case of Violation of Laws		
Organizing periodic reports dealing with the deficiencies and/or laws violations made by all procuring entities, and publishing them to the public.	<input type="checkbox"/>	<input type="checkbox"/>
Informing the competent oversight authorities of violations committed by public employees in order to take the necessary measures in accordance with the laws and regulations in force.	<input type="checkbox"/>	<input type="checkbox"/>
11 Checking a Part of the Procurement Procedures Record:		
Upon request, allowing access to anyone after the provisional award or after cancellation of procurement.	<input type="checkbox"/>	<input type="checkbox"/>
12 Rules of Conduct		
Developing an organizational decision for the rules of conduct, professional ethics and good citizenship related to public procurement that apply to all employees in the procuring entities and contractors.	<input type="checkbox"/>	<input type="checkbox"/>
13 Job Title		
Preparing implementation decrees for qualification frameworks, skills, professional experience and behavioral ethics, in addition to job descriptions and terms of employment and/or appointment and promotion of procurement employees in coordination with the Civil Service Council.	<input type="checkbox"/>	<input type="checkbox"/>



14 Tender Committees	Yes	No
Consolidating the lists received by the procurement entities to form the Tender Committees.	<input type="checkbox"/>	<input type="checkbox"/>
Developing the final list that includes the names proposed in the disposal of the procuring entities in the special database on their electronic platform.	<input type="checkbox"/>	<input type="checkbox"/>
Proposing new names in case a need arises from the unified list established by the Public Procurement Authority, provided that at least one of the members in each committee shall not be an employee of the procuring entity.	<input type="checkbox"/>	<input type="checkbox"/>
15 Internal Audit		
Preparing the internal audit standards.	<input type="checkbox"/>	<input type="checkbox"/>
16 Assets and Budget		
Preparing a draft authority's annual budget in accordance with the laws and	<input type="checkbox"/>	<input type="checkbox"/>
Publishing a statement at the end of each fiscal year on the Authority's central electronic platform on the status of its assets and a summary of its budget.	<input type="checkbox"/>	<input type="checkbox"/>



Key Performance Indicators for the Complaint Authority		Yes	No
1 Upon Submitting an Objection Before the Complaint Authority:			
Publishing all requests for reconsideration, complaints or reviews, mentioning the date and number of their registration, and a copy of the final decisions thereof.	<input type="checkbox"/>	<input type="checkbox"/>	
The Chairperson of the Authority shall form a small committee called the “Complaint Committee” for each objection file.	<input type="checkbox"/>	<input type="checkbox"/>	
The Complaint Committees shall take their decisions by the majority, justify these decisions, detail their technical and factual elements, and state the reasons on which they relied.	<input type="checkbox"/>	<input type="checkbox"/>	
2 In case of Objection Withdrawal:			
Mentioning the reasons for the withdrawal.	<input type="checkbox"/>	<input type="checkbox"/>	
3 In Case of Lifting the Ban After Submitting the Objection and Allowing the Procuring Entity to Resume Procedures to the Signing of Contract or Framework Agreement:			
Including the decision to lift the ban in the procurement procedures record alongside the reasons thereof.	<input type="checkbox"/>	<input type="checkbox"/>	
Communicating the decision immediately to the procuring entity, the complainant, and to all other participants.	<input type="checkbox"/>	<input type="checkbox"/>	
4 In case of a Request for Reconsideration			
Referring the request for reconsideration electronically to the procuring entity.	<input type="checkbox"/>	<input type="checkbox"/>	
Publishing a notice on the central electronic platform of the Public Procurement Authority that includes a summary of the request and the reasons hereof.	<input type="checkbox"/>	<input type="checkbox"/>	
5 In case a Complaint was Submitted Before the Complaint Authority:			
Suspending the procurement procedures for a period of ten working days if the complaint is received before the deadline for submitting proposals, if it deems it necessary to protect the interests of the complainant and if the complaint is serious and based on important reasons.	<input type="checkbox"/>	<input type="checkbox"/>	
Notifying the procuring entity and all participants identified in the procurement procedures to whom the complaint relates, of the content of that complaint.	<input type="checkbox"/>	<input type="checkbox"/>	
Publishing a notice containing a summary on the subject of the complaint and its reasons on the central electronic platform of the Public Procurement Authority.	<input type="checkbox"/>	<input type="checkbox"/>	

6 Upon rejecting an objection	Yes	No
Notifying the objector, the procuring entity and all other participants in the procurement procedures, of the rejection and the reasons thereof.	<input type="checkbox"/>	<input type="checkbox"/>
Forwarding notices to the objector, the procuring entity and other participants in the procurement procedures no later than three working days following the issuance of the rejection decision.	<input type="checkbox"/>	<input type="checkbox"/>
7 Upon deciding on the complaint:		
A written and justified decision stating the measures and reasons within twenty working days following receiving the complaint.	<input type="checkbox"/>	<input type="checkbox"/>
8 Respecting the participants' right to objection		
The Complaint Authority allows those participating in the objection proceedings to:		
- Attend all hearings	<input type="checkbox"/>	<input type="checkbox"/>
- Be represented and heard	<input type="checkbox"/>	<input type="checkbox"/>
- Provide evidence and proof by all means of proof	<input type="checkbox"/>	<input type="checkbox"/>
- Request any hearing in presence	<input type="checkbox"/>	<input type="checkbox"/>
- Have access to objection proceedings record, while maintaining confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>



9 Respecting the Confidentiality in Objection Procedures	Yes	No
Concealing information if they:		
- Endanger the security of the state or if their disclosure would violate the law or impede its implementation.	<input type="checkbox"/>	<input type="checkbox"/>
- Affect the legitimate business of suppliers or contractors or impede fair competition.	<input type="checkbox"/>	<input type="checkbox"/>
10 Abusing the Right to Object		
Sending a request to the Audit Bureau to impose a penalty upon abuse of the right to object.	<input type="checkbox"/>	<input type="checkbox"/>
11 Preparing Annual Reports		
The Authority shall prepare an annual report in which it sets out the issues before it, the mean to address them, the proposed recommendations, and publish it duly.	<input type="checkbox"/>	<input type="checkbox"/>
12 The Budget		
The Authority shall set its draft annual budget in accordance with the laws and regulations in force.	<input type="checkbox"/>	<input type="checkbox"/>



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