

**THE PUBLIC PROCUREMENT AND DISPOSAL OF
PUBLIC PROPERTY (RECORD OF PROCEEDINGS)
(NO.2) REGULATIONS, 2021**

ARRANGEMENT OF REGULATIONS

Regulation

1. Citation
2. Interpretation
3. Requirement to keep record
4. Content of record
5. Disclosure and retention
6. Format of Procurement Records
7. Reporting

- (a) the document indicating approval to execute the various stages of the procurement proceeding;
- (b) the complete bidding document;
- (c) a description of the object of the procurement;
- (d) a list of each participating supplier or contractor and his qualification;
- (e) the reason for limiting participation, where participation is limited;
- (f) any request for clarification and the relevant response;
- (g) the reason for the cancellation of bids, where the bids are cancelled;
- (h) a statement of the reason for choice of the procurement method;
- (i) the tender price;
- (j) a summary of the evaluation of submissions, including the reason for the rejection of an abnormally low bid;
- (k) a decision to conduct a procurement without a standstill period and the reason for the decision;
- (l) a decision to suspend a standstill period;
- (m) the signed contract;
- (n) a decision of the Office pursuant to its review and the reasons for the decision; and
- (o) such other information required by the Office.

5. (1) A record shall be prepared and disclosed in a manner that avoids the disclosure of proprietary commercial information. Disclosure and retention

(2) A record shall, upon request, be made available to any person after a submission has been accepted, unless any portion of the record is required to be disclosed earlier pursuant to law, or by order of the Office, Public Procurement Review Board, a competent court or a duly appointed arbitrator.

(3) A record shall be kept for a minimum period of seven years following completion or termination of the contract or the cancellation of a procurement proceeding save and except for any investigation, litigation or review by the Office or any competent authority.

