



PPDAA
Public Procurement &
Disposal of Assets Authority

SET UP OF PROCURING ENTITIES AND ROLES AND RESPONSIBILITIES IN THE PROCUREMENT CYCLE

Chapter III, Section 23 of the Public Procurement and Disposal of Assets Act 2028 provides that each Procuring Entity must have an Accounting Officer, a Procurement Committee, a Verification and Acceptance Committee and a Procurement Unit. In addition, each Procuring Entity shall convene, on an ad hoc basis, an Evaluation Committee.

The following slides provides, pictorially the Set up of PEs in accordance with relevant Sections of PPDAA Act 2018, and Regulations 2024. They also show role and responsibilities of the Accounting Officer, Procurement Committee, Procurement Unit, User Department and Evaluation Committee in the procurement process.

SET UP OF PROCURING ENTITIES [Sec. 23 & 24]

As per Public Procurement and
Disposal of Assets Act 2018



ACCOUNTING OFFICER [sec. 25]

PC submits to AO approved
bidder for notification of award

PROCUREMENT COMMITTEE (PC) [sec.26, 27&28 + Reg.10 to 15]

VERIFICATION AND
ACCEPTANCE COMMITTEE [sec. 25(3)]

Evaluation Report and
Award Recommendations
to PC for Approval

PROCUREMENT UNIT (PU) [sec. 29, 30& 31 + Reg. 16]

User Departments [sec.32]

*initiate Requirements, provides inputs to
specifications and in the evaluation*

Evaluation
Committees (ad hoc)
[sec. 33 & Reg 67]

Members
recommended
by PU and
approved by AO







