

GOVERNMENT CONTRACTS UNIT

Government Contracts Unit was established in July 2012 in the Office of the President and Cabinet with mandate to review, consider, vet, negotiate and pass contractual proposals before they are concluded on behalf of the Malawi Government.

GCU, is therefore, providing leadership in contracts management to ensure fairness, competitiveness, equitable, transparency, cost-effectiveness, timeliness, optimal performance, and value for money for all public contracts.



CEAR Concession Amended and Restated



Maximizing Value for Money from all
Government Contracts, Concessions
and other Agreements

GOVERNMENT CONTRACTS UNIT (GCU)

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GOVERNMENT CONTRACTS UNIT

**Mandated to review,
consider, vet, negotiate
and pass contractual
proposals before they are
concluded on behalf of
the Malawi Government**



Development and Management Agreements



Infrastructure and Service Projects/Contracts

**Government Contracts Unit
7th Floor, Tikwere Building**

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Government Contracts Unit

Background

The Office of the President and Cabinet (OPC) is responsible to oversee the administration of the Public Service. Among the oversight functions, OPC has special interest in the **effective and efficient management of contracts**. OPC found it necessary to create, in July 2012, Government Contracts Unit (GCU) under its umbrella to ensure that contracts and concessions being entered by Ministries, Departments and Agencies (MDAs) are managed in an accountable and transparent manner for the benefit of the general public. Based on the **Fundamental Principles** under Clause 13 (o) of Chapter III of Republican Constitution to build **Public Trust and Good Governance**, Government created GCU to provide leadership in the planning, implementation and management of all public contracts and concessions being managed by MDAs.

Mandate

To review, consider, vet, negotiate and pass contractual proposals before they are concluded on behalf of the Malawi Government. This will ensure that Government is only committed to financing and implementing contracts and other agreements which are being thoroughly scrutinized, vetted, certified as reasonable, advantageous and that there is **maximum value for money**.

Vision

Maximise value from all government contracts, concessions and other agreements.

Mission

To provide leadership in contracts and concessions management ensuring optimal performance, value for money, timeliness and cost effectiveness for the betterment of the people of Malawi.

Strategic Goals

GCU is operating within the three pillars and strategic goals to fulfil its mandate;

Pillar	Strategic Goal
1 Compliance	Ensure maximum value from contracts, concessions and other agreements.
2 Capacity Building	Improve contracts and concessions management performance.
3 Integrity	Build public confidence and trust

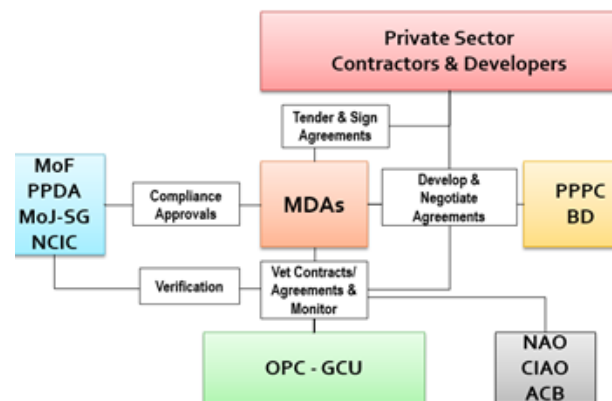
Guiding Principles

GCU operates to achieve the following:

- Safe-guard public resources through enhanced contract management measures;
- Ensure value for money for all public contracts;
- Improve service delivery through quality and timely deliverables of public contracts;
- Minimize the risk of litigation and financial losses by GoM through contract mismanagement by the MDAs.

Operations

GCU operates at four level stakeholders within the government projects/contracts management cycle.



MDAs are required to

- Engage GCU whenever they intend to enter into and sign contracts, concessions and any other major

agreements with other parties local or foreign before signature.

- Submit contractual proposals for vetting;
- Engage GCU for support in development and negotiation of contract agreements;
- Engage GCU for professional advise.

Vetting of Contract Agreements

GCU will Vet Contracts (Works, Supplies & Services) and other Agreements if approved by

1. Ministry of Finance on budget compliance and on availability of funds;
2. PPDA on compliance with procurement laws;
3. Ministry of Justice on legal provision adequacy and compliance.

Documents Required for Vetting

1. Evidence of approvals by Ministry of Finance, PPDA and Ministry of Justice;
2. Signed IPC Minutes with duly signed attachments (tender evaluation & opening reports);
3. Invitation to tender, bidding document for the successful bidder;
4. All technical specifications, construction drawings if the contract is for works project;
5. Draft contract or concession or development agreement documents with all required and related documents included and duly completed and signed wherever required except the contract agreement form.

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