

	<p>jobs in order to sustain the principle of competitiveness and fairness in the PPL..</p> <ul style="list-style-type: none"> • All Procuring Entities should deliberately create jobs for SMEs, commence the procurement process and award the associated contracts early.
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8. COMMON ERRORS OF SMES IN PUBLIC PROCUREMENT PROCEDURES AND HOW TO OVERCOME THEM

In addition to obstacles/barriers faced by SMEs in participating in public procurement contracts, SMEs also commit some errors when they participate in public procurement contracts. Some of these errors and how they can be overcome are listed in the table below:

Common Errors of SMEs	How to Overcome Errors
Failure to follow up on notices of bidding opportunities	Daily monitoring of notices on the State/DSPPC's website or the eProcurement portal <i>and the PE's Notice Board.</i>
Not properly studying the bidding documents requirements including the technical specifications	Special attention should be paid to studying the technical specifications and the requirement of the bidding documents (Training is being provided on this by DSPPC)
Failure to request for clarification of bidding documents /untimely submission of the request for clarification	SMEs should take advantage of the PPL which allows bidders to request for clarifications of the bidding document within the time stipulated in the issued bidding document
Late submission of Bids	The submission deadline stipulated in the bidding document should be complied with
Failure to submit with the bids all requested documentary evidence supporting the requirements of the bidding documents	Ensure all required evidences to support bid submission are included in the bid.