

Our Ref:

CIRCULAR NO.13 OF 2024

ZPPA/101/8/1

16th April, 2024

To: All Permanent Secretaries and Controlling Officers
All Chief Executives of Parastatal and Statutory Bodies
All Town Clerks and Council Secretaries of Local Authorities
All bidders and suppliers of goods, works or services

RE: GUIDANCE ON THE MANDATORY USAGE OF THE ELECTRONIC GOVERNMENT PROCUREMENT(e-GP) SYSTEM

Reference is made to the above captioned subject.

Pursuant to Section 113 (7) of the Public Procurement Act No. 8 of 2020 and Public Procurement (Amendment) Act No.17 of 2023, the Authority hereby informs all procuring entities, bidders and other stakeholders that the transition period from the manual procurement system to the electronic government procurement (e-GP) system ends on 15th April 2024.

The Authority is directing procuring entities to upload their Annual Procurement Plans (APP) on the e-GP system. The uploading of the APP will enable procuring entities to create tenders on the e-GP system.

All addressees are therefore advised to note that with effect from 16th April 2024, **ALL** procurements of goods, works or services shall now be carried on the e-GP system in line with section 16 (1) of the Public Procurement Act *except* as provided in this Circular. Pursuant to regulation 220 of Statutory Instrument No. 30 of 2022 (The Public Procurement Regulations, 2022) the following procurement transactions will continue to be carried outside the e-GP system: Procurements under simplified selection, direct selection, electronic reverse auction, force account and purchases from other procuring entities. These methods of procurement have not been activated on the e-GP system.

In addition, procuring entities are advised to take note of the following:

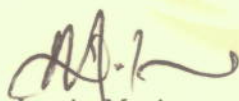
1. Expression of interest

Invitation for the expressions of interest shall continue to be conducted outside the e-GP system until such a time as will be advised. However, Requests for Proposals shall be done on the e-GP system for the shortlisted firms.

- 2. Reduced bidding periods for open/limited bidding and open/limited selection**
A procuring entity that wishes to reduce the bidding period will be required to apply for a deviation from the Authority and undertake the procurement outside the e-GP system. However, a procuring entity that wishes to reduce the bidding period below the minimum statutory requirement shall request for approval from the Authority in line with section 79 of the Public Procurement Act.
- 3. Purchases from other procuring entities**
A procuring entity may procure directly from another procuring entity which provides goods, works or services. A procuring entity that provides goods, works or services to other procuring entities are therefore urged to register as a bidder on the system.
- 4. Running contract and Framework agreement:**
Procuring Entities undertaking recurring procurement of goods, works and services are advised to enter into running contracts and framework agreements to ensure continuity of supplies and availability of services in accordance with section 102 of the Public Procurement Act No. 8 of 2020 and Regulations 202-212 and 191 of the Public Procurement Regulations of 2022.
- 5. Tender closing and opening times**
Clause 8 (c) of Circular No.1 of 2013, is amended as follows:

“procuring entities are advised to set the closing time of tenders at any time”.

All procuring entities are therefore directed to start using the e-GP system henceforth. You are all reminded that failure to comply with any provision of the Public Procurement Act is an offence in line with section 105(1)(g) of the Public Procurement Act.



Justin Matimuna (Mr.)

ACTING DIRECTOR GENERAL

cc: The Secretary to the Cabinet
Cabinet Office
LUSAKA

Secretary to the Treasury
Ministry of Finance and National Planning
LUSAKA

The Principal Private Secretary
State House
LUSAKA

The Auditor General
Office of the Auditor General
LUSAKA

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