



Stand No. 11790 SUB-J, Procurement House, Off Alick Nkhata Road, Longacres,
P.O. Box 31009, Lusaka- Zambia

OFFICE OF THE DIRECTOR GENERAL

Our Ref:
ZPPA/101/14/6

CIRCULAR NO. 11 OF 2024

2nd April, 2024

To: All Permanent Secretaries
All Chief Executives of Parastatal and Statutory Bodies
All Town Clerks and Council Secretaries of Local Authorities

RE: REVISED TEMPLATES FOR QUARTERLY PROCUREMENT REPORTS

In accordance with the powers vested in the Authority in section 6(3)(b) of the Public Procurement Act No. 8 of 2020 (PPA), the Authority would like to advise that Procuring Entities will be required to submit quarterly procurement reports using the revised templates.

The reports should reach the Authority not later than the fifteenth (15th) day of the month after the reporting quarter. A soft copy of the report, in excel, should also, be sent to info@zppa.org.zm. Despite the above, the deadline for submission of the 2024 first quarter procurement report has been extended to 30th April, 2024.

The aforementioned template is available online and can be accessed on the Authority's website www.zppa.org.zm.

This Circular supersedes Zambia Public Procurement Authority Circular No. 1 of 2015.

Idah Chella (Mrs.)
DIRECTOR GENERAL

cc. The Secretary to the Cabinet
Office of the President
Cabinet Office
LUSAKA

The Auditor General
Office of the Auditor General
LUSAKA

The Secretary to Treasury
Ministry of Finance
LUSAKA

The Principal Private Secretary
State House
F.C. **LUSAKA** *F.C.*



PART B: PROCUREMENTS COMPLETED												
Item No.	Tender Number/ Contract Number	Description	Date of Procurement Requisition	Method of Procurement	Mode of Procurement (Manual or the e-GP System)	Approvals Authority	Date of Contract Award/ Purchase Order	Date of Notice of Contract Award (if applicable)	Contract Manager (Title)	Contract Sum	Total Amount Paid	Balance

Continue on additional pages if necessary

NB: Where there are no activities to report under this part of the Quarterly Procurement Report, kindly provide a note for guidance instead of leaving it blank

SUMMARY QUARTERLY PROCUREMENT REPORT	
Procuring Entity	
Date of Report	
Reporting Quarter	

The Quarterly Procurement Report table should be completed by the Procurement Unit and should quantify (in kwacha) the procurements undertaken in the quarter by the type of goods, works, non-consulting services and consulting services and financier.

Source of Funds	Contracts awarded to Citizen, Local or Foreign Suppliers/Contractors	Type of Procurement				Total
		Goods	Works	Non-Consulting Services	Consulting Services	
		(K)	(K)	(K)	(K)	
GRZ	Citizens					
	Local Suppliers/Contractors					
	Foreign Suppliers/Contractors					
Cooperating Partners	Citizens					
	Local Suppliers/Contractors					
	Foreign Suppliers/Contractors					
Total						

Continue on additional pages if necessary

I hereby certify that the above is a true and accurate record of procurement transactions under the authority of the Controlling Officer/Chief Executive Officer.

Name: _____

Name: _____

Controlling Officer/Chief Executive Officer

Head Procurement Unit

Date: _____

Date: _____