



E-GP SYSTEM MALFUNCTION AND MITIGATION GUIDELINES

These Guidelines may be cited as the E-GP System Malfunction and Mitigation Guidelines, 2023 (the “**Guidelines**”). The Guidelines shall be used in line with regulations 168(3) and 170(3) of the Public Procurement Regulations, 2022, Statutory Instrument No.30 of 2022 (“**PPR**”).

1. Procedure for Failure of the System during the Floatation Period:

1.1. (a) A procuring entity may, where there is a system failure within the floatation period, reschedule the bid submission deadline, after receiving confirmation of the system failure from the Authority in accordance with regulations 168(3) and 170(3) of the Public Procurement Regulations.

(b) A procuring entity shall reschedule the bid submission deadline according to the procurement methods as follows;

i) Tenders floated using Open National Bidding/Selection, Open International Bidding/Selection and Limited Bidding/Selection shall be extended by 48 hours; and

ii) Tenders floated using Simplified Bidding/Selection and Direct Bidding/Selection shall be extended by 24 hours.

2. Procedure for Failure of the System that Coincides with the Expiration of the Floatation Period:

2.1. A procuring entity may, where there is a confirmed system failure that coincides with the expiration of the floatation period, request the Authority to extend the bid submission period within the prescribed periods applicable to the procurement methods stated in clause 1.1(b) above.

Instructions:

1. All notifications should be communicated to the Authority within the duration of a system failure or receipt of notification of a system failure from the Authority, through the email egphelp@zppa.org.zm only.

Notes:

1. The Guidelines apply to system failures related to the submission or uploading of bids only;
2. The Authority may, prior to an impending system maintenance, notify all procuring entities and registered suppliers of a system maintenance activity; and
3. Nothing in these Guidelines invalidates any terms in the Terms of Use for the e-GP System.



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