



ZAMBIA PUBLIC PROCUREMENT AUTHORITY

Plot 2837 Red Cross House, Los Angeles Boulevard, Longacres,
P. O. Box 31009, Lusaka - Zambia

OFFICE OF THE DIRECTOR GENERAL

Our Ref:

CIRCULAR NO.1 OF 2015

18th February, 2015

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

RE: SUBMISSION OF PROCUREMENT REPORTS

In accordance with the powers vested in the Authority in Section 81 of the Public Procurement Act No. 12 of 2008 (PPA), the Authority would like to advise that pursuant to Section 13 (2) (f) of the PPA, Controlling Officers and Chief Executive Officers will be required to submit procurement reports to the Authority with effect from the date of this Circular. The reports to be submitted are as follows:

- a) Detailed Quarterly Procurement Report (QPR); and
- b) Summary Quarterly Procurement Report (QPR).

Hard copies of 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.

The templates for the Reports are attached for your use and can also be downloaded from www.zppa.org.zm. The guidelines for filling the form can be accessed from the website.

A handwritten signature in blue ink, appearing to read 'Chibelushi M. Musongole'.

Chibelushi M. Musongole (Dr.)
DIRECTOR GENERAL

Attachments: Template for the QPR 1A and QPR 1B