



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. 3 OF 2015

18th February, 2015

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

ANNUAL PROCUREMENT PLAN, BEST EVALUATED BIDDER NOTIFICATION AND CONTRACT AWARD FORMS

In accordance with the powers vested in the Authority in Section 81 of the Public Procurement Act (PPA), the Authority would like to advise all Procuring Entities as follows:

1. **Annual Procurement Plan**

- (a) Form APP will be used for submission of annual procurement plans to the Authority as required by Section 42 of the PPA and Regulation 26 of the Public Procurement Regulations. Form APP 1 should be used for goods, works and non-consulting services, APP 2 for consulting services.
- (b) Forms APP1 and APP2 shall be uploaded on the Authority Website as guided by Circular No. 4 of 2014. The Column for Estimated cost should be removed when uploading on the Authority Website.

2. **Notification of Best Evaluated Bidder (BEB)**

- (a) Form BEB will be used to notify all bidders who participated in a procurement opportunity of the procurement outcome as required by Section 53 of the Public Procurement Act No.12 of 2008 (PPA) and Regulation 121 of the Procurement Regulations.
- (b) Form BEB will be issued and signed by the Head of the Procurement Unit

3. **Contracts Award Form**

- (a) Form CA will be used to publish the notice of contract award for all contracts above Five Hundred Thousand Kwacha (K500, 000.00) for Goods, Works and Non-

All correspondences should be addressed to the Director General

Email: info@zppa.org.zm, Fax: +260-211-250633, Tel +260-211-250632 / 250642 / 250687

Website: www.zppa.org.zm

Consulting Services and Three Hundred Thousand Kwacha (K300, 000.00) for Consulting Services.

(b) This information will be uploaded on the Authority Website as guided by Circular No. 4 of 2014 and also be displayed on the notice board or another prominent place in the Procuring Entity's offices.

The forms are attached for your use and can be downloaded from the Authority website, www.zppa.org.zm.



Chibelushi M. Musongole (Dr.)
DIRECTOR GENERAL

Attachments:

1. Form BEB
2. Forms APP 1 and APP 2
3. Form CA