



# ZAMBIA PUBLIC PROCUREMENT AUTHORITY

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

OFFICE OF THE DIRECTOR GENERAL

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*Our Ref:*

## CIRCULAR No. 4 OF 2015

18<sup>th</sup> 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

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### PROCUREMENT OF INSURANCE AND AUDIT SERVICES

Regulation 134 of Statutory Instrument No. 63 of 2011 (The Public Procurement Regulations, 2011), requires that a procuring entity uses a running contract for goods, works or services for a maximum period of **one year**. It has come to the Authority's attention that services such as insurance and audit require a much longer contract period as procuring of these services on an annual basis is not practical due to the peculiar nature of the services. In exercise of its powers as contained in Section 59 of the Public Procurement Act No. 12 of 2008, the Authority hereby grants a deviation from Regulation 134 for the procurement of insurance and audit services.

The Authority hereby directs that with effect from the date of this Circular, procuring entities can now procure these services for a maximum period of three (3) years running contract. The Authority further directs that ALL procurement requirements for these services should be published in national press and Government Gazette to enhance the competitive identification of firms to be engaged for the prescribed contract duration.

All addressees are urged to ensure that the contents of this circular are brought to the attention of all staff under their supervision.

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

Chibelushi M. Musongole (Dr.)  
**DIRECTOR GENERAL**

cc. Secretary to the Cabinet