



ZAMBIA PUBLIC PROCUREMENT AUTHORITY

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:

CIRCULAR NO. 1 OF 2016

8th September, 2016

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

RE: **INTRODUCTION OF THE ELECTRONIC GOVERNMENT PROCUREMENT SYSTEM**

The above caption subject refers.

The Zambia Public Procurement Authority (ZPPA) has introduced the Electronic Government Procurement (e-GP) System. Electronic procurement is the use of Information and Communications Technology (ICT), using the internet to procure goods, works and services.

A pilot phase for seven(7) government institutions was launched on 8th July, 2016 by his Excellence the President of Zambia and will run up to December 2016. These include, Ministry of General Education, Ministry of Higher Education, Ministry of Health, Muchinga Provincial Administration, Ndola City Council, Workers Compensation Fund Control Board and ZPPA.

Note that the rest of the procuring entities that are not part of the pilot such as yours will join the e-GP system in 2017. In that regard, the Authority would like to advise you to prepare adequately for the e-GP system. Attached herewith is a list of ICT requirements for the e-GP system.

Further, ZPPA will be conducting sensitization workshops to help prepare the procuring entities for the e-GP system implementation. You are requested to ensure that these opportunities are utilized to the fullest.

The introduction of the e-GP system also means that the way suppliers register with ZPPA has changed as physical certificates will no longer be issued. Suppliers will now register themselves on the e-GP system and the system will generate a registration record for their reference. To participate in tenders in procuring entities that are not yet on the e-GP system, suppliers will present this registration record. For further information on this, contact ZPPA on support@zppa.org.zm or call the help desk at 0211-377415.

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



Chibelushi .M. Musongole (Dr.)
DIRECTOR GENERAL

C.C: Dr. Rowland Msiska
Secretary to Cabinet
Cabinet Office
Lusaka

ELECTRONIC GOVERNMENT PROCUREMENT SYSTEM - ICT REQUIREMENTS

- 1) Computers with Windows 7 operating system, or above
- 2) Internet Connectivity (through HTTP/HTTPS protocols)
- 3) MS Office 2003, or above
- 4) Email client (e.g. MS Outlook, or equivalent)
- 5) A valid e-mail address for each end-user
- 6) Window Resolution: 1024 x 768 (recommended)
- 7) PDF viewer (e.g. Adobe PDF Reader, or equivalent)
- 8) Compression/decompression software (e.g. 7zip, winrar, or equivalent)
- 9) Internet Browser: Internet Explorer (11 or higher), or Firefox (45.0.1 or higher) or Chrome; with the following settings:
 - a) JavaScript enabled, for full end-user experience
 - b) Session Cookies: enabled
 - c) Pop-up blockers: disabled
 - d) Latest version of Java