



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. 2 OF 2017

14th March, 2017

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 OFFICIAL EMAIL ADDRESSES BY ALL PROCURING ENTITIES

The Authority is hereby requesting all procuring entities to submit official email addresses of Permanent Secretaries, Controlling Officers and Chief Executive Officers in order to expedite the transmission of correspondence. The soft copies of correspondences will only be emailed to official email addresses.

You may wish to note that the Authority will continue to send hard copies of correspondences.

A handwritten signature in blue ink, appearing to read 'Danies K. Chisenda'.

Danies K. Chisenda
DIRECTOR GENERAL