



# 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

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Our Ref:

## CIRCULAR NO. 4 OF 2017

ZPPA/101/14/6

22<sup>nd</sup> November, 2017

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

**RE:** SUBMISSION OF UPDATED 2017 ANNUAL PROCUREMENT PLAN, 2018 ANNUAL PROCUREMENT PLAN AND REPORTS ON PROCUREMENTS UNDERTAKEN THROUGH DIRECT BIDDING PROCUREMENT METHOD

Reference is made to the above captioned subject.

Pursuant to Section 42 of the Public Procurement Act, procuring entities are required to prepare annual procurement plans and submit the same to the Authority. Further, the Authority in Circular No. 3 of 2017 instructed procuring entities to submit updated annual procurement plans indicating the actual versus planned implementation. This circular therefore serves as a reminder to submit the following documents to the Authority:

- (a) Annual Procurement Plan for 2018 not later than 31<sup>st</sup> December, 2017; and
- (b) updated Annual Procurement Plan for 2017 indicating both actual and planned details not later than 31<sup>st</sup> January, 2018.

The Authority wishes to inform you that the Annual Procurement Plans, Invitations for Bids and other related notices can now be published on the e-Government Procurement (e-GP) system. The Authority is therefore requesting you to assign an officer to open an account in order to access this functionality on the e-GP system.

Lastly, be advised that reports on procurements conducted through the Direct Bidding procurement method in the months of September and October 2017 should be submitted to the Authority immediately. In addition, the monthly reports must be submitted in *soft form* to the Authority to [info@zppa.org.zm](mailto:info@zppa.org.zm), not later than the 15<sup>th</sup> day of the month following the reporting month.

Danies K. Chisenda  
**DIRECTOR GENERAL**

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All correspondences should be addressed to the Director General  
Email: [Info@zppa.org.zm](mailto:Info@zppa.org.zm), Tel: +260-211-377400 / +260 211-377411  
Website: [www.zppa.org.zm](http://www.zppa.org.zm)

c.c. The Secretary to Cabinet  
Cabinet Office  
Cabinet Office Buildings  
**LUSAKA**

The Secretary to Treasury  
Ministry of Finance  
Chimanga Road  
**LUSAKA**

The Principal Private Secretary  
State House  
**LUSAKA**