



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: ZPPA/101/1/6

CIRCULAR NO. 2 OF 2018

27th March, 2018

All Controlling Officers and Permanent Secretaries
All Chief Executive Officers of Parastatal and Statutory Bodies
Town Clerks and Council Secretaries of Local Authorities

RE: REQUEST FOR INFORMATION FOR THE NUMBER OF COMPANIES SECURING PUBLIC CONTRACTS AS PROVIDED FOR IN BOTH THE CITIZENS ECONOMIC EMPOWERMENT ACT NO. 9 OF 2006 AND SI NO. 36 OF 2011

Reference is made to the above-mentioned captioned subject.

The Government through the Citizens Economic Empowerment Commission (CEEC) is in the process of reviewing the policy relating to reservation and preferential schemes. The Authority, therefore is requesting for information related to a record of contracts and companies registered under the Citizen Economic Empowerment Act and Statutory Instrument No. 36 of 2011.

The objective of the review is to check how effective this policy has been and to see areas where improvements could be made. Data is therefore required from all public sector institutions that undertake public procurement involving works, goods and services invited under tenders reserved as per Statutory Instrument No. 36 of 2011.

In view of the above, all Procuring Entities are required to submit to the Authority the requested information in the format provided in the attached "**Form A**".

It will be appreciated if the requested information could reach the Authority not later than **14th May, 2018** for all contracts entered into during the period 2012 to 2017.

For subsequent contracts, Procuring Entities shall be required to submit to the Authority the requested information every quarter together with other quarterly reports.

All addressees are implored to submit this important data to enable the Government make well informed and correct decisions.

A handwritten signature in blue ink, appearing to read 'Danies K. Chisenda', is written over a light blue circular stamp.

Danies K. Chisenda
DIRECTOR GENERAL

CC: The Secretary to the Cabinet
Office of the President
Cabinet Office
LUSAKA

CC: The Secretary to the Treasury
Ministry of Finance
Chimanga Road
LUSAKA

CC: The Principal Private Secretary
State House
LUSAKA

Form A: CEEC Data

Name of Procuring Entity:

No.	Name of Contractor/Supplier	Contract Name	Year of Contract Award	Contract Type (Goods, Works, Non consulting and Consultancy services)	Contract Amount and Duration	CEEC Category (i.e. Citizen Influenced, Empowered, Owned)	Sector (i.e. Manufacturing, Agriculture, Mining, Trading, Service, Construction, (Civil, Road, Building))	Shareholding distribution by percentage i.e. Women, Youth, Men and Others)	Status of Contract (i.e. Completed, Work in progress, Yet to Commence, Unsuccessful)