



ZAMBIA PUBLIC PROCUREMENT AUTHORITY

Stand No. 1170 Sub- J, Procurement House, Off Alick Nkhata Road, Longacres,
P. O. Box 31009, Lusaka - Zambia

Our Ref: **ZPPA/101/31/1**

Circular No. 3 of 2018

8th October, 2018

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

**RE: MANDATORY REGISTRATION AND PRACTICING LICENSES FOR
PROCUREMENT PROFESSIONALS IN THE PUBLIC SERVICE**

In accordance with the requirement of Section 12 of the Public Procurement Act as amended by Act No. 15 of 2011, Procuring Entities are being reminded that all procurements shall only be carried out by persons qualified and knowledgeable in procurement in line with the Zambia Institute of Purchasing and Supply Act, 2003. Further, Section 22 of the Zambia Institute of Purchasing and Supply Act provides that:

"(1) A person not registered by the Council or a person deregistered by the Council shall not -

- (a) Practice or offer services of purchasing and supply management;*
- (b) Practice or offer services as a consultant or adviser in purchasing and supply management; or*
- (c) Adopt, use or exhibit any title designated under this Act;*
- (d) Do anything likely to lead persons to infer that the person is registered as a member under this Act.*

(2) A person who contravenes subsection (1) commits an offence and is liable, upon conviction, to a fine not exceeding ten thousand penalty units or to imprisonment for a period not exceeding three years, or to both".

In view of the foregoing, all controlling officers must ensure that procurement personnel or practitioners under their charge and those they intend to engage are registered with and have valid practicing licenses from the Zambia Institute of Purchasing and Supply.

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

Danies K. Chisenda
DIRECTOR GENERAL

CC: The Secretary to the Cabinet
Cabinet Office
Cabinet Office Buildings
LUSAKA

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

CC: The Senior Private Secretary
State House
LUSAKA

CC: The Auditor General
Office of the Auditor General
LUSAKA