



ZAMBIA PUBLIC PROCUREMENT AUTHORITY

Stand No. 11790 SUB-J, Procurement House, Off Alick Nkhata Road, Longacres,
P.O. Box 31009, Lusaka- Zambia

ZPPA/101/14/6

Our Ref:

CIRCULAR NO. 3 OF 2019

26th March, 2019

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 ANNUAL PROCUREMENT PLANS VIA THE ELECTRONIC GOVERNMENT PROCUREMENT (e-GP) SYSTEM

Reference is made to the above captioned subject.

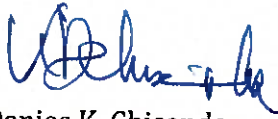
Pursuant to Section 42 of the Public Procurement Act, Procuring Entities (PEs) are required to prepare and submit annual procurement plans to the Authority. Following the implementation of the electronic Government Procurement (eGP) System and in readiness for its full roll out, the Authority wishes to encourage all PEs to prepare annual procurement plans using the e-GP template and to submit the same through the e-GP platform. PEs that will submit the annual procurement plans on the e-GP system will not be required to submit hard copies to the Authority. Further, PEs that have not yet registered on the e-GP platform are hereby directed to register with immediate effect.

The annual procurement plan template is a downloadable excel file from the e-GP platform and has two sheets: -

- (a) The first sheet is the information sheet which contains instructions on how to fill the template and the following important information should be noted: -
 - (i) PEs that do not use the IFIMIS are advised to input any numerical value under the column "IFIMIS GL Account"; and
 - (ii) the UNSPSC codes are obtained from the advanced search button on the e-GP System.
- (b) The second sheet is where the procurement data should be populated.

For any queries or assistance on e-GP registration, downloading and populating the e-GP annual procurement template and submission through the e-GP System, please contact the e-GP Help Desk on the following numbers, +260211-377415 and +260211-377416 and on the following e-mail: support@zppa.org.zm.

All addressees are urged to ensure that the contents of this Circular are fully implemented and brought to the attention of the relevant officers under their supervision.



Danies K. Chisenda
DIRECTOR GENERAL

- cc: The Secretary to Cabinet
Cabinet Office
LUSAKA
- cc: The Secretary to Treasury
Ministry of Finance
LUSAKA
- cc: The Principal Private Secretary
State House
LUSAKA
- cc: The Auditor General
Office of the Auditor General
LUSAKA