



# ZAMBIA PUBLIC PROCUREMENT AUTHORITY

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

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Our Ref:

**ZPPA/101/14/6**

## **CIRCULAR No.1 of 2020**

15<sup>th</sup> April, 2020

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: PROCUREMENT GUIDELINES TO FACILITATE THE FIGHT OF THE COVID-19 PANDEMIC IN ZAMBIA**

The Corona Virus Disease of 2019 (COVID-19) has been declared a global pandemic by the World Health Organization. It has affected Zambia as a Country. In order to facilitate efficient and effective procurement of Goods, Works and Services **related to the combat of the COVID 19 pandemic**, the Zambia Public Procurement Authority (ZPPA), hereby issues the following guidelines.

1. Procuring Entities (PEs) shall identify all COVID 19 procurement requirements and prepare Procurement Plans. The Procurement Plans shall be approved by the Procurement Committees of the respective PEs. A copy of the Procurement Plan shall be submitted to the ZPPA in line with Section 42(2) of the Public Procurement Act.
2. Regulation 39 of the Public Procurement Regulations provides for procedures to be use during an emergency. Procuring entities are advised to adhere to these procedures. Where the situation demands the choice of procurement methods, procuring entities shall not automatically exclude competitive methods of procurement. Instead PEs shall use maximum competitiveness practically possible in the circumstances in accordance with Regulation 39(4) of the Public Procurement Regulations.
3. Procuring entities are encouraged to use the Standard Solicitation Documents issued by the ZPPA to the extent possible. Where it is impractical to do so, the procuring entities shall apply to the ZPPA to use modified solicitation documents. The modified documents must contain clear instructions on the management of the procurement process and the applicable rules. Procuring entities are encouraged to use the most expeditious mode of submitting applications for deviations such as e-mail.

4. Procuring entities using the Limited Bidding method of procurement on grounds of urgency as provided for under Regulation 53(3) of the Public Procurement Regulations should determine the reasonable floatation periods given the Covid 19 circumstances.
5. All Covid 19 procurements shall still be undertaken by the respective Procurement Units/Departments in close collaboration with user departments.
6. Approval of all procurements shall be granted by the relevant approvals authority as provided for in the First Schedule contained in the Public Procurement Regulations and Section 22 of the Public Procurement Act.
7. The necessary accountable documentation shall be recorded and filed on receipt of all the Goods, Works and Services.
8. A fortnight report shall be submitted to the ZPPA for all procurements that will be undertaken using these procedures during the period of fighting the COVID-19 pandemic.
9. This Circular will remain in effect up to 30<sup>th</sup> May, 2020. The ZPPA, in consultation with relevant authorities, will during the course of this period review the situation to determine whether an extension will be required.
10. Notwithstanding the foregoing, you are hereby advised to ensure that all the procurements comply with all other relevant requirements of the Public Procurement Act and Public Procurement Regulations, including approval by the relevant approval authority within your institutions.
11. The ZPPA remains available and committed to guide all Procuring Entities and Stakeholders under the circumstances. The ZPPA will closely monitor the end to end Supply Chains under the Covid 19 environment to ensure value for Public resources, prudence, transparency, professionalism and accountability, among others. Suppliers taking unreasonable and undue advantage of the Covid situation should be reported to the ZPPA for action
12. Procuring Entities are encouraged to use electronic Government Procurement (e-GP) system especially under the Covid 19 environment. e-GP is efficient, effective, reduces in-person interactions, open and reduces costs, inter alia.

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



15.04.2020

Christopher Chichoni  
**DIRECTOR GENERAL**

cc: The Secretary to the Cabinet  
Cabinet Office  
**LUSAKA**

cc: The Secretary to Treasury  
Ministry of Finance  
**LUSAKA**

cc: The Senior Private Secretary  
State House  
**LUSAKA**

cc: The Auditor General  
Office of the Auditor General  
**LUSAKA**