



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:

CIRCULAR NO. 7 OF 2020

25th September, 2020

To: All Permanent Secretaries
All Chief Executives of Parastatal and Statutory Bodies
All Town Clerks and Council Secretaries of Local Authorities

RE: SUBMISSION OF ANNUAL PROCUREMENT PLANS TO THE AUTHORITY

- A. Pursuant to Section 42 of the Public Procurement Act No. 12 of 2008, Procuring Entities are required to prepare Annual Procurement Plans and submit the same to the Authority. In accordance with the powers vested in the Authority in Section 81 of the Public Procurement Act No. 12 of 2008, the Authority would like to advise as follows:
1. Procuring Entities are required to submit their Annual Procurement Plans to the Authority before the 15th day after the commencement of the financial year. Submission shall be as guided in Circular No. 3 of 2019 wherein Procuring Entities are advised to utilise the electronic Government Procurement platform in the preparation and submission of their Annual Procurement Plans to the Authority. The Authority shall only receive hard copy Procurement Plans from Procuring Entities that are not yet able to utilise the electronic Government Procurement system.
 2. Procuring Entities are required to publish, in at least one daily newspaper of general circulation in Zambia or post on their website and notice board, information relating to the Procurement Plan in accordance with Regulation 26 (4) of the Public Procurement Regulations, 2011.
- B. Kindly be reminded that pursuant to section 75 (2) (g) of the Public Procurement Act No. 12 of 2008, failure to comply with any provision of the Act is an offence. Therefore, Procuring Entities that contravene the requirements of the Public Procurement Act No. 12 of 2008 and its Regulations commit an offence and risk having their Procurement function being transferred to a body or Procurement agency appointed by the Authority, until the Authority is satisfied that the causes of the contravention have been rectified by the procuring entity in accordance with section 80 of the Public Procurement Act No. 12 of 2008.

The Authority reminds all Procuring Entities to submit their Annual Procurement Plans on time. Preparation of the Annual Procurement Plans should be integrated with the Budgeting process in line with Section 42 (1) (d) of the Public Procurement Act No. 12 of 2008.

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



25.09.2020

Christopher Chichoni
DIRECTOR GENERAL

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