



✓

# ZAMBIA NATIONAL TENDER BOARD

Director General, Red Cross House, Los Angeles Boulevard Rd. P.O. Box 31009, Lusaka, Zambia

## CIRCULAR NO. 1 OF 2010

25 March 2010

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

In accordance with the powers vested in the Authority by section 81 of the Public Procurement Act (PPA), the Authority would like to provide guidance on the following issues:

1. Supplier registration;
2. Publication of the Best Evaluated Bidder and Information to Unsuccessful Bidders; and
3. Publication of contract awards.

### I. Guidelines on Supplier Registration

Section 64 of the PPA provides for the organization and maintenance of supplier data databases or lists by the Authority and Procuring Entities.

Guidance is provided in the application of section 64 of the PPA as follows:

- a) the Authority will register and maintain a list of suppliers for commonly used items in the following categories:

Category A: Goods	Sub Category
Office Equipment	A01
Office Furniture	A02
Air Conditioner and Lifts	A03
Stationery and Office Supplies	A04
Electrical and General Hardware	A05
Motor Vehicles and Spare Parts	A06
Uniforms and Protective Clothing	A07
Cleaning Materials	A08
Hospital Equipment and Materials	A09
Pharmaceuticals	A10
Agricultural Inputs	A11

Agricultural Equipment	A12
Radio and Communication Equipment	A13
Foodstuffs	A14
School Desks and Furniture	A15
<b>Category B: Services</b>	<b>Sub Category</b>
Office Equipment Repair and Maintenance	B01
Printing	B03
Sanitary Services	B04
Insurance	B05
Motor Vehicle Repair and Maintenance	B06
Customs Clearing	B07
Medical Services	B08

- b) Procuring Entities shall only register suppliers for goods and services which are not covered in the above table. The information maintained in such a register shall subsequently be copied to the Authority for inclusion in the centralized supplier data base maintained by the Authority.
- c) The fees Procuring Entities shall charge for the registration mentioned in I (b) above shall not exceed K150, 000.00 per annum.

## 2. Publication of the Best Evaluated Bidder and Information to Unsuccessful Bidders

The Authority has noted that Procuring Entities are not notifying the bidders who submitted bids in a tender of the best evaluated bidder before awarding the contract thus denying bidders an opportunity to challenge the award decision should they find it necessary to do so.

You are reminded to ensure that you issue a notice of the best evaluated bidder where procurement is conducted using open bidding/selection or limited bidding/selection methods. However, in the case where limited bidding or selection was used on grounds of an emergency situation, the requirement to publish a notice of the best evaluated bidder may be waived. This will enhance transparency in the procurement system and give an opportunity to any bidder aggrieved with the award decision to seek for review of the award proceedings.

The notice should be sent within seven days of the decision to award the contract to all bidders who submitted bids. The notice shall include the following details:

- a) the name and address of the bidder recommended for contract award;
- b) proposed contract price;
- c) procurement reference number;

- d) description of the goods, works or services; and
- e) a statement that the bidders have the right to appeal should they not agree with the award decision.

No award of contract shall be made for a period of ten (10) working days after the notification of the decision to award the contract.

Additionally, after commencement of the contract with the successful bidder, Procuring Entities should notify all the other bidders that their bids were unsuccessful and should provide reasons why their bids were not considered.

### 3. Publication of Contract Awards

In accordance with Section 55 (3) of the PPA, a procuring entity shall publish a notice in the government gazette, newspaper of wide circulation in Zambia, on the Procuring Entity's website (where possible), and on the notice board of the Procuring Entity of all contracts awarded which exceed the following thresholds:

- a) K500 million for goods, works and non consulting services; and
- b) K300 million for consulting services

The publication shall be done at least once every quarter and it shall include the name and address of the supplier, description of the goods, works or services purchased and contract price. A soft copy of this information should be submitted to the Authority for inclusion on the Authority's website.

For procurements that fall below the thresholds stated above, notices containing names and addresses of the suppliers, description of the goods, works or services purchased and contract prices should be placed on the Procuring Entity's notice board on a monthly basis.

You are reminded to take note and comply with the contents of this Circular.

  
Samuel Chibuye  
Director General

**ZAMBIA PUBLIC PROCUREMENT AUTHORITY**

- cc Secretary to Cabinet
- cc Secretary to the Treasury