



# 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. 10 OF 2022**

**ZPPA/101/14/6**

23<sup>rd</sup> May, 2022

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

**RE: RE-ALIGNMENT OF PROCUREMENT COMMITTEES**

Pursuant to section 111(1) of the Public Procurement Act No. 8 of 2020, the Authority hereby provides guidance on the establishment and composition of Procurement Committees in all procuring entities.

1. Procuring entities whose Procurement Committees are not constituted according to section 27 of the Public Procurement Act No. 8 of 2020 are required to appoint new members in line with the Act. The names of persons to be appointed as members of Procurement Committees must be submitted to the Office of the President for security clearance in order to ensure that only persons with proven integrity are appointed.
2. In appointing members to the Procurement Committee, the tenure stipulated in section 29(1) of the Public Procurement Act No. 8 of 2020 should be complied with. A member of the Procurement Committee appointed under section 27 (1) (b) of the Public Procurement Act No. 8 of 2020 shall hold office for a term of three (3) years and may be re-appointed for a further term of three (3) years. Pursuant to section 29(5) of the Public Procurement Act No. 8 of 2020, a member who has served for six years may be re-appointed for a further period of three years if a procuring entity lacks adequately qualified persons to replace that member.
3. Procuring entities should within one month of issuance of this circular orient members of the Procurement Committees on their duties, responsibilities and public procurement procedures in order to enhance their understanding of public procurement. New members should be oriented within one month of appointment.
4. A member of the Procurement Committee shall not be a member of an evaluation committee except for the head of the Procurement Unit in accordance with regulation 97(5) and (6) of the Public Procurement Regulations, 2022. Further, Evaluation Committees should not be appointed on permanent basis.

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**All correspondences should be addressed to the Director General**  
**Email: info@zppa.org.zm, Tel: +260-211-377400 / +260 211-377 411**  
**Website: www.zppa.org.zm**

5. Attendance of Procurement Committee meeting should be limited to members or their nominated proxies in line with section 30(4) of the Public Procurement Act No. 8 of 2020. The secretary, can however, be accompanied by an officer from the Procurement Unit to assist with secretarial duties. In view of the above, the Committee papers to be presented to the members should contain all the pertinent details of the procurement process. The Procurement Committee may allow additional persons to attend meetings on a case-by-case basis to inform discussion who should not be allowed to participate in decision making.
6. The use of circulation papers by Procurement Committees should be minimized in order to prevent theft and collusion. Circulation papers should only be used in exceptional circumstances for urgent procurements when meetings are not possible. In addition, procuring entities will be required to use individual folders for circulation papers as opposed to one folder in order to enhance objectivity in decision making. Procuring entities should therefore plan procurements in advance by preparing annual procurement plans and submitting them to the Authority in line with section 57 (2) of the Public Procurement Act No. 8 of 2020. In view of the above, Procurements that are not contained in the respective procuring entity's approved annual procurement plan should not be carried out unless they are as a result of an emergency.
7. Pursuant to section 57 (1) (c) of the Public Procurement Act No. 8 of 2020, a procuring entity should plan its procurement in a rational manner and, in particular should not split procurement requirements in order to avoid use of appropriate procurement methods which require approval of the Procurement Committee.
8. The Authority will require **all procuring entities** to submit names and curriculum vitae of their Procurement Committee members for review within fourteen (14) days of issuance of this circular. The submission should include the date of appointment and tenure for the appointed members. Procuring entities with Procurement Committees that are not consistent with the criteria in the Public Procurement Act No. 8 of 2020 will be directed to re-organise them.
9. All procuring entities are required to provide official email addresses of Permanent Secretaries, Controlling Officers and Chief Executive Officers to enable the Authority to email soft copies of correspondence. The soft copies of the correspondence will only be emailed to official email addresses that will be provided.

All addressees are advised to ensure total compliance with the Public Procurement Act No. 8 of 2020 and ensure that this circular is brought to the attention of all staff under their supervision.

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Please note that in accordance with section 105(2)(g) of the Public Procurement Act No. 8 of 2020, it is an offence to contravene or willfully fail to comply with the Act. The Authority will impose the applicable legal and administrative sanctions on procuring entities or office holders that will be found wanting.



Idah C. Chella (Mrs.)  
**DIRECTOR GENERAL**

cc: Secretary to the Cabinet  
Office of the President  
Cabinet Officer  
**LUSAKA**

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

The Principal Private Secretary,  
State House  
**LUSAKA**

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