



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. 11 OF 2022

3rd June, 2022

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: APPLICATIONS FOR DEVIATIONS AND ACCREDITATION OF ALTERNATIVE PROCUREMENT SYSTEM

Pursuant to sections 79 and 80 of the Public Procurement Act No. 8 of 2020, the Zambia Public Procurement Authority (the Authority) may, in a prescribed manner and form, (a) permit a procuring entity to deviate from the use of a public procurement method, rule, process or document, or (b) accredit an alternative procurement system to a procuring entity. Further, regulations 220 and 222 of Statutory Instrument No. 30 of 2022 (The Public Procurement Regulations, 2022) provide the procedure for application for deviations and accreditation respectively.

In exercise of the powers vested in it by section 111 (1) of the Public Procurement Act No. 8 of 2020, the Authority hereby provides guidance pertaining to applications for deviations and accreditation of alternative procurement systems by Procuring Entities.

1.0 Grounds for Deviations and Accreditation

Applications for deviation or accreditation should be based on the grounds in sections 79 and 80 of the Public Procurement Act No. 8 of 2020 with clear explanation of the circumstances necessitating the deviation or need for accreditation.

2.0 Application for Deviations

A procuring entity shall use Form VI set out in regulation 220(1) of the Public Procurement Regulations (The First Schedule) to apply for deviations from the use of a public procurement method, rule, process or document.

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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

3.0 Application for Accreditations of Alternative Procurement Systems

A procuring entity shall use Form VII set out in regulation 222(1) of the Public Procurement Regulations (The First Schedule) to apply for accreditation of alternative procurement systems.

The Authority shall not consider any application which is not in the prescribed format as above. Please note that **all applications** should be appropriately and fully completed, and accompanied with a cover letter duly signed by the controlling officer or chief executive officer.

The templates of the forms are attached for your use and can also be downloaded from the Authority's website www.zppa.org.zm.

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.



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

The Public Procurement Act, 2020
(Act No. 8 of 2020)

The Public Procurement Regulations, 2022

APPLICATION FOR DEVIATION FROM THE USE OF A PUBLIC PROCUREMENT METHOD, RULE, PROCESS OR DOCUMENT			
Please complete in BLOCK LETTERS		Shaded fields for official use only	Ref. No.
			Date of Application
PART A: DETAILS OF APPLICANT			
1.	Name of Procuring Entity		
2.	Subject of Application		
PART B: DETAILS OF APPLICATION			
3.	Statement of the method, rule, process or document from which a deviation is required.		
4.	Reasons for deviation from a procurement method, rule, process or document, including an explanation of the exceptional requirements, market conditions, international standards or practices which regulate or govern the requirement.		
5.	Explanation of the proposed alternative method, rule, process or document, including a summary of how it differs from the standards.		
6.	Statement of whether the deviation is required for a single requirement or for a number of requirements of the same class over a period of time.		
7.	Any other relevant information.		
PART C: AUTHENTICATION			
(To be completed by Controlling Officer or Chief Executive Officer of the procuring entity)			
	Name:	Designation:	Signature:
FOR ZPPA USE ONLY			OFFICIAL STAMP
Received by:			
<i>Officer (Name and Signature)</i>			
Date Received:			
Ref. No.:			

The Public Procurement Act, 2020
(Act No. 8 of 2020)

The Public Procurement Regulations, 2022

APPLICATION FOR ACCREDITATION OF AN ALTERNATIVE PROCUREMENT SYSTEM

Please complete in **BLOCK LETTERS**

Shaded fields for
official use only

Ref. No.

Date of
Application

PART A: DETAILS OF APPLICANT

1. Name of Procuring Entity

2. Subject of Application

PART B: DETAILS OF APPLICATION

3. Full details of the alternative system

4. An analysis of the ways in which the alternative system differs from the Act and these Regulations

5. Justification for using an alternative system, including a copy of any relevant agreement or legislation

6. Any other relevant information

PART C: AUTHENTICATION

(To be completed by Controlling Officer or Chief Executive Officer of the procuring entity)

Name:

Designation:

Signature:

FOR ZPPA USE ONLY

Received by:

Officer (Name and Signature)

Date Received:

Ref. No.:

OFFICIAL
STAMP