

29 November 2022

PRAZ/B/15/4

CIRCULAR No. OPS/2 of 2022

TO ALL ACCOUNTING OFFICERS

2023 REQUIREMENTS FOR APPLICATION TO CONDUCT PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS IN TERMS OF THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS (PPDPA) ACT [Chapter 22:23]

1. The PPDPA Act defines procurement as *"the acquisition by any means of goods, construction works or services (and for the purposes of sections 3(5), 4(l)(a) and (d) and 6(1)(a), includes the disposal of any asset in terms of Part XII)"*. The Authority has observed that most Procuring Entities (PEs) focus on the acquisition aspect of procurement whilst less emphasis is placed on the disposal part of the procurement cycle.
2. All Accounting Officers, in terms of Section 14 of the PPDPA Act are responsible for public procurement and every PE that conducts procurement above the threshold specified in Section 10(1) of the PPDPA (General) Regulations (S.I. 5 of 2018) is required to apply for authorisation to conduct procurement in order to be compliant with the provisions of Section 15 of the Act. Further to that, Section 65 (2) of the PPDPA Regulations requires the Accounting Officer to come up with a Disposal Plan.
3. In view of the above and in terms of Section 7 of the PPDPA Act, the Authority is hereby **directing all Accounting Officers** to submit their **Year 2023 Applications** to conduct procurement as per the **attached document** which prescribe the requirements for authorisation to conduct procurement.
4. PEs are also advised that the attached requirements for authorisation to conduct procurement and templates can be downloaded on the PRAZ website www.praz.org.zw and Accounting Officers are requested to submit their applications between **15 December 2022 and 31 January 2023** to avoid inconveniences on procurement processes.

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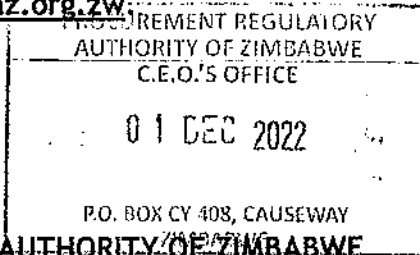
5. Please be guided accordingly and note that you are required to submit a hard copy at our reception and a softy copy of the same to operationspmuapp@praz.org.zw.

PP


C. Ruswa

Chief Executive Officer

PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE



cc: Dr M.J.M Sibanda
Chief Secretary to the President and Cabinet
OFFICE OF THE PRESIDENT AND CABINET

Ms. M. Nyanda
Secretary in the Vice President Hon. Gen (Retd) Dr. C. G. D. N. Chiwenga's
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Mr. A. Choruma
Secretary for State Enterprises Reform, Corporate Governance &
Procurement
OFFICE OF THE PRESIDENT AND CABINET

REQUIREMENTS FOR AUTHORISATION TO CONDUCT PROCUREMENT & PROCUREMENT MANAGEMENT UNITS

All Procuring entities shall submit applications to conduct procurement above the thresholds specified under Section 10 of the Public Procurement and Disposal of Public Assets Regulations as read in conjunction with Section 15 of the Public Procurement and Disposal of Public Assets (PPDPA) Act [Chapter 22: 23] providing the following details: -

(a) Procuring entities shall submit: -

1. Annual Procurement Plan;
2. Individual Procurement Plan;
3. Disposal Plan;

detailing the nature of procurement proceedings to be conducted by the procuring entity for every financial year in line with Section 21, 22 & 23 of the PPDPA Act as read in conjunction with Section 7 (c) of the PPDPA Regulations and Section 65(2) of the PPDPA Regulations in the format prescribed. Refer to Annexure I, Annexure II and Annexure III for the format.

(b) Procuring entity shall provide information with respect to the assignment of responsibilities within the procuring entity organisation. This information shall include:

- i) Organogram for the Procuring Entity showing hierarchical relationships
- ii) Structure of the Procurement Management Unit (PMU) including the reporting structure of the unit in the organisation and procurement review mechanism in the procuring entity, and job descriptions of procurement staff,
- iii) PMU officers' detailed curriculum vitae, certified copies of qualifications and certified copy of procurement staff certificate of practice.

(c) Procuring entity shall provide the identity of the accounting officer with details of the title (Mr, Mrs, Miss, Dr, Eng etc) full initials, surname, job title, telephone and mobile numbers and specimen signature.

(d) Procuring entity shall provide both physical and postal address of the procurement management unit as well as details in the format of (c) above for the head of the procurement management unit.

(e) Procuring entities shall provide list of the following: -

1. Evaluation Committee Members

2. Disposal Committee Members

ANNEXURE I

Annual Procurement Plan

Procuring entity:	
Procurement Plan Period: ¹	
Annual Procurement Budget (US\$) ²	
Procurement Plan Version No. and Date ³	

For the Authority use only

Procuring entity class ⁴	
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Ref. No.	Description of requirements ⁵	Annual Cost (US\$) ⁶	Annual Qty	UoM ⁷	Procurement Method ⁸	SPOC (Yes/No) ⁹	Ind Proc Plan Ref. No. ¹⁰

¹ Refer to Section 22(1) of the Act.

² Refer to Section 20(2) of the Act.

³

10 Individual Procurement Plan Refer to Section 23 of the Act as read in conjunction with Section 7 of the Regulations.

Individual Procurement Plan Template

[illegible]

ANNEXURE III

ASSET DISPOSAL PLAN TEMPLATE

Name of Procuring Entity:	
Disposal Plan Period (Year) ⁵ :	
Expected Value to be realized from the Disposal (US\$)	
Disposal Plan Version No. and Date	

[illegible]

[illegible]

Figure 1

Refer to Section 90 of the PPDPA Act.

2

Refer to Section 91 (1) of the PPDPA Act and Section 65 (1) of the PPDPA Regulations.

3

Refer to Section 92(2) of the PPDPA Act and Section 65 (4-7) & 67 of the PPDPA Regulations.

Refer to Section 92(1) of the PPDPA Act.

5

Refer to Section 65(2-3) of the PPDPA Regulations.