



4 September 2023

PRAZ/B/15/4

Circular No. OPS/2 OF 2023

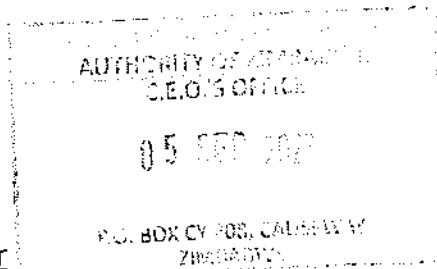
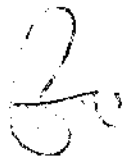
TO ALL ACCOUNTING OFFICERS

SUBMISSION OF REPORTS ON DISPOSALS CONDUCTED BY PROCURING ENTITIES

1. The Authority through Circular No. OPS/2 OF 2022 highlighted that most procuring entities were focusing on the acquisition aspect of procurement leaving out the disposal part of the procurement cycle, hence all Accounting Officers were directed to come up with Disposal Plans in line with section 65 (2) of the Public Procurement and Disposal of Public Assets (PPDPA) Act [Chapter 22:23].
2. The Authority recalls that trainings on procurement planning and disposal planning of public assets were held earlier this year (2023) and the amended requirements for authorization to conduct procurement were issued to all procuring entities and also published on the Procurement Regulatory Authority of Zimbabwe (PRAZ) website www.praz.org.zw.
3. Circular No. OPS/2 OF 2022 (attached) required all Accounting Officer's to submit their application to conduct procurement including disposal plans between 15 December 2023 and 31 January 2023, to which the Authority is cognisant of the fact that a majority of procuring entities have complied.
4. Pursuant to Circular No. OPS/2 OF 2022, trainings on procurement and disposal of public assets and the amended requirements for authorization to conduct procurement issued to procuring entities the Authority in line with section 7 of the Public Procurement and Disposal of Public Assets (PPDPA) Act hereby directs all Accounting Officers to submit reports on all disposals implemented during the 1st Quarter and 2nd Quarter of 2023 as per the disposal report template that can be accessed on PRAZ website www.praz.org.zw by 30 September 2023.
5. Please be guided accordingly and note that you are required to submit hard copies at our reception and soft copies of the same to disposalreports@praz.org.zw.

9th Floor, Pearl House, 61 Samora Machel Avenue
 P.O. Box CY 408 Causeway, Harare, Zimbabwe
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B.S.
T.C



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
Office
OFFICE OF THE VICE PRESIDENT

Mr A. Choruma
Secretary for State Enterprises Reform, Corporate Governance &
Procurement
STATE ENTERPRISES REFORM, CORPORATE GOVERNANCE AND
PROCUREMENT



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]

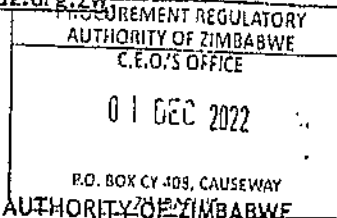
1. The PPDPA Act defines procurement as *"the acquisition by any means of goods, construction works or services (and for the purposes of sections 3(5), 4(1)(a) and (d) and 6(1)(a), includes the disposal of any asset in terms of Part XII)"*. The Authority has observed that most Procuring Entities (PEs) 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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Mrs V. Nyemba (Chairperson), Eng C. Nyachwaya (Vice Chairperson), Mr C. Ruswa (Chief Executive Officer), Mr H. Moyo, Rtd Col J. Mhatsystora, Rtd Maj Dr. T.U. Wanku, Mrs R. Nhamo, Mr G. Murati, Air Commodore W. Chikukwa, Rtd Brigadier - General C.M. Gonyu

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

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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

⁴ Refer to Section 7(2) of the Regulations.

⁵ Refer to Section 10(5) of the Regulations.

⁶ Refer to Section 22(2) of the Act.

⁷ Refer to Sections 20(2), 21 and 22 of the Act.

⁸ UoM means unit of measure (e.g. Each, KG, meters, liters etc)

⁹ Refer to Part VI of the Act.

¹⁰ SPOC means Special Procurement Oversight Committee in terms of Section 54 of the Act as read in conjunction with Section 10(5) of the Regulations.

¹¹ Individual Procurement Plan Refer to Section 23 of the Act as read in conjunction with Section 7 of the Regulations.

ANNEXURE II

Individual Procurement Plan Template

Procuring entity:									
Procurement Plan Period: ¹¹									
Procurement Plan Version No. and Date ¹²									
Ind Proc Plan Ref. No. ¹³	Annual Qty ¹⁴	UoM	Unit Price (US\$) ¹⁵	Rate of Purchase ¹⁶	Cycle Time & Date of Notice ¹⁷	Prequalification? ¹⁸	External Lead Time ¹⁹	Source of Funds ²⁰	Comments

[illegible]

- 11 Refer to Section 22(1) of the Act.
12
13 Refer to Section 7(2) of the Regulations.
14 Refer to Section 23 of the Act as read in conjunction with Section 7(2) of the Regulations.
15 Refer to Annual Procurement Plan Annexure I
16 Refer to Section 7(2)(b) of the Regulations.
17 Refer to Section 7(2)(a) of the Regulations.
18 Refer to Section 7(2)(d) of the Regulations.
19 Refer to Section 14 of the Regulations.
20 Refers to the average time required by suppliers and contractors to deliver the product or service after the contract. The cycle time and external lead time determines when a procurement process should commence in order to goods, services or works to be delivered on schedule.
21 Refer to Section 7(2)(f) of the Regulations.

ASSET DISPOSAL PLAN TEMPLATE

[illegible]

