

6 December 2022

PRAZ/B/15/4



CIRCULAR No. OPS/3 of 2022

TO ALL ACCOUNTING OFFICERS

REQUEST FOR YOUR INPUT ON THE BASKET FOR THE NATIONAL MARKET PRICE INDEX (NMPI)

The above matter refers.

The Public Procurement and Disposal of Public Assets (PPDPA) Act [Chapter 22:23] provides for the regulation of public procurement and disposal of public assets. Section 4 of the same Act seeks to ensure that the nation acquires goods, services and works through procurement contracts that represent good value for money thereby increasing public confidence in procurement processes.

In accordance with Section 6 (c) and (e) of the PPDPA Act, the Authority is required to issue technical guidelines and instructions regarding the interpretation and implementation of the PPDPA Act. The Authority is also required to develop the use of electronic tools for procurement, including a public procurement website and statistical databases containing information on public procurement in Zimbabwe, and specify the conditions under which such databases will be availed to the public.

The Authority observed that Procuring Entities (PEs) were faced with different prices for the same goods, services and works procured within the same period and in some instances from one supplier. Without the NMPI it would be difficult to come up with a procurement decision which is cost effective and at the same time achieving value for money.

The Authority, in view of the above, is in the process of producing the NMPI which is a metric that represents price position relative to competitors across key categories and brands as well as suppliers of goods, works and services, whereby: -

- All PEs shall be required to procure common standard goods, services and works guided by the NMPI issued by the Authority.
- PEs, in future, will be expected to use the NMPI as a tool for budgeting, annual procurement planning, and bid/tender evaluation.

One of the key requirements of the NMPI is that it should have a comprehensive basket of all items being procured. In order to ensure that no one is left behind, the Authority accordingly, in terms of section 7 of the PPDPA Act, hereby requests all 9th Floor, Pearl House, 61 Samora Machel Avenue

P.O. Box CY 408 Causeway, Harare, Zimbabwe 0 reception@praz.org.zw/enquiries@praz.org.zw

+263 (242) 752 539-42, 753 132, 790 080 +263 716 800 036

VOIP: +263 8688 003 491/2

www.praz.org.zw

Accounting Officers to input on the basket for the National Market Price Index (NMPI) as per the attached template.

Please take note of the following: -

1. Procuring Entities (PEs) are requested to use the soft copy of the template which is available on the PRAZ website www.praz.org.zw;

2. PEs are only required to fill in two columns which is the Description & Brief Specification as well as the Unit of Measurement (UoM) columns;

3. All PEs are required to fill in all the items they procure as per the categories on the template;

4. The completed columns on the template are just examples for guiding you on how you should fill in the templates and

5. Where PEs find that the categories on the template are not covering unique procurements or the procurements done at their respective organisations, PEs are advised to fill in those items on the tables which have been named General on all categories.

All Accounting Officers are required to submit soft copies of the completed template to operationsnmpi@praz.org.zw on or before 17 January 2023

Your cooperation is highly appreciated and please feel free to engage the Authority

for any guidance.

PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE C.E.O.'S OFFICE

0 6 DEC 2022

C. Ruswa

Chief Executive Officer

PROCUREMENT RECULATORY AUTHORITY OF ZIMBABWE

Dr M.J.M Sibanda cc:

> 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 OF THE VICE PRESIDENT

Mr. A. Choruma

Secretary for State Enterprises Reform, Corporate Governance &

Procurement

OFFICE OF THE PRESIDENT AND CABINET

CATEGORY A: GOODS

Table 1: New Light Motor Vehicles	lew Light nicles		Market Prices per Province	
Product De	Description &	C S		National
Code Brief	e i			Average
දැල	Specification			(
Jee	Jeep Grand	each		
Che	Cherokee - 3.0L			
CRL	CRD Limited			
(M)	(MY18 - Face Lift)			
dut	duty paid	_		- ·
Jee	Jeep Grand	each		
Che	Cherokee - 3.0L			
CRL	CRD OVERLAND			
dut	duty paid			
Тоу	Toyota Fortuner	each		
2.4	2.4 SUV 4x2 (Auto)			
dut	duty paid			
Тоу	Toyota Fortuner	each		
2.8	2.8 SUV 4x2			
(Ma	(Manual) duty paid			
·····				

0	Market Prices per Province		ments	Requirements
			Table 3: Medical	Table 3
			(50 Per Box)	
			17.5cm x 9.5cm)	
			Mask- 3-Ply (Size	
		each	Medical Face	
			(25 Per Box)	
			17.5cm x 9.5cm)	
			Mask- 3-Ply (Size	
		each	Medical Face	
		each	NK-95 Face Mask	
			Specification	
A			Brief	Code
27		Mon	Description &	Product
				_

Table 2: Covid-19

Market Prices per Province

Requirements

Table ' Protec	Table 4: Corporate and Protective Wear		Market Prices per Province
Product	Description &	CoM	
Cone	Brief		
	Specification		
	Men's Suit Gents-	Each	
	3 piece (Smart		
	Formal Wear)		
	Ladies' Suit 3 Piece	Each	
	(Smart Formal-		
	Wear)		

200mls Bottle Benylin Dry Cough 1 100ml Bottle Paracetamol Each Injection Paracetamol Syrup Each 100ml
mol Syrup
mol mol Syrup
Injection Paracetamol Syrup Each 100ml
Paracetamol Syrup Each 100ml
100ml

Code Table 5: Sport Wear & Product Description & Accessories Brief Netball Football Jersey Soccer Boots Football Specification Safety Hard Cap Industrial Gum Boots-(Hard Hat) Set How Each Pair Each Each Each **Market Prices per Province** Average National

Table 7: Office Equipment & Accessories Product Description & UoM Specification HP Laptop (Core i3 8th Gen, 14-inch full HD, Windows-10) Acer Laptop (Core Each is 8th Gen, 14-inch full HDD, Windows-10) Acer Laptop (Core Each is 8th Gen, 14-inch full HDD, Windows-10) Acer Laptop (Core Each is 8th Gen, 14-inch full HDD, Windows-10) Acer Laptop (Core Each is 8th Gen, 14-inch full HDD, Windows-10) Acer Laptop (Core Each is 8th Gen, 14-inch full HDD, Windows-10) HDD, Windows-10) HDD, Windows-10) HDD, Windows-10) HD, Windows-10) HD, Windows-10			405 505 115	
pment & system to the province bescription & Uoff Brief Specification			HD touch screen,	
Prices Province			full	
pment & e 7: Office Province			i3 8th Gen, 14-inch	
Pment & Pssories Ict Description & UoM Specification HP Laptop (Core i3 8th Gen, 14-inch full HD touch screen, 4GB Ram, 1TB HDD, Windows-10) Market Prices per Province Market Prices per Province		Each		
Pment & Prices per Province Specification HP Laptop (Core i3 Each full HD touch screen, 4GB Ram, 1TB HD formal HD formal			HDD, Windows-10)	} }
pment & Prices per Province Essories Specification HP Laptop (Core i3 8th Gen, 14-inch full HD touch screen, HD touch screen, HD touch screen, HD touch screen, HM arket Prices per Province Market Prices per Province			4GB Ram, 1TB	
Pment &			HD touch screen,	
Price Market Prices per Province			full	
pment & Market Prices per Province ssories Ct Description & UoM Brief Specification HP Laptop (Core i3 Each Market Prices per Province			8th Gen, 14-inch	
pment & Market Prices per Province essories ct Description & UoM Brief Specification		Each		
pment & Market Prices per Province essories Ct Description & UoM Strief			Specification	
7: Office Market Prices per Province nent & sories Description & UoM Market Prices per Province	Average		Brief	6 6
Warket Prices	National	Hou	Description &	Product
Wartet Prices			sories	Acces
Warket Prices			ment &	Equip
	- 1		7: Office	Table
		Set	Wiper Blades	
		Each	Brake fluid 500mls	
)Omls		Each	Petrol Filter	
)Omis		Each	Diesel Filter-	
)Omls			175/60R14	
)Omls		Each	Tyre Size	

Table 8: Of Stationery	Table 8: Office Stationery		Market Prices per Province	
Product	Product Description &	COM		
Code	Brief			National
	Specification			Average
	Ever Sharp 15M	Each		
	Pen (Box of 50)	Вох		
	Paper Clips 33mm	Each		
	(Box with	Вох		
	1000PCS)			
	Heavy Duty Stapler	Each		
	KW-triO 50SA			
	Rubber Bands No.	Each		
	32 (Box 100g)	Вох		

	Γ					Ţ		Г	<u> </u>
			M479fdw-Printer	Pro MFP	HP- Colour L/Jet	Cartridge - 26A	HP Black Toner	Smart 4K UHD TV	Samsung 65" LED
					Each		Each		Each
			-					- ·	
				<u> </u>					
						_			
				-		<u> </u>		··· <u>·</u>	_
								•	
							:		
		_						_	
-		_	·			-	-	_	_

Code Product Description & **Table 9: Office Furniture** back ordinary 2-Seater chairs Brief standard office Pedestal and workstation with 4-Seater standard office Pedestal and workstation with Office chair high back Executive Office chair high Specification Com Set Set Each Each Warket Prices per Province Average National

500sheets)	Box with	80g/M ² (Rim or	Paper- White	A4 Typek Bond
		Rim	or 1	Each
	•			
			<u> </u>	
· ·				
			· , ·· ,	
				

Product Description & Table 10: Groceries & Office Provisions 2Kg -White Sugar 2Kg – Brown Sugar Beef Super Brief Fish Kariba Brim Pork Super Specification chairs standard office Pedestal and workstation with Each Each Com ର୍ଚ୍ଚ ର 줎 **Market Prices per Province** Average National

6-Seater

Set

Table 11: Software	Table 11: Computer Software		Warket Prices per Province	
Product	Description &	2		
	Drie*			National
	Specification	···		Average
.]	Microsoft Office	Package		
	2013 Standard	(
	licence			
	Microsoft Office	Package		
	2013 Professional			
	licence			
	Microsoft Office	Package		:
	2016 Standard			
	licence			
	Microsoft Office	Package		
	2016 Professional			
	licence	·		
	Microsoft Office	Package		
	2019 Pro Plus			
	licence			

Table 12: Printing Product Description & Requirements 4metres Branded 515mm x 80mm; Flags, 4.3metres Brief 1250mm x 515mm Whole unit -Dimensions: 1000mm x Rotating section -Wind Spinners -**Branded Teardrop 6metres** Telescopic Flags, Telescopic Flags, Branded Specification Each Each UoM Each Market Prices per Province Average **National**

operating system	Professional	Windows 10
		Package
-		·,· ",
	·-·	
•		
		
<u> </u>		

Code Product Description & Table 13: Fuel and Lubricants (Distilled) Battery Water 750ml Petrol Engine Oil Non-synthetic 5L Brief Petrol Engine Oil, Specification De-ionized fully synthetic 5L Each Each Each UoM **Warket Prices per Province** Average National

Bag	Pole Set & Carry	3500mm with Flag,	material 866mm x	Double sided flag	Tear Drops -
					Each
,					
	-				
	· · · · ·				
		· · · ·			
			-		·

. •

Table 1	Table 14: Agriculture Requirements	•	Market Prices per Province
Product	Product Description &	UoM	
Code	Brief		
	Specification		Average
	Maize Seed 5kg	Each	
	Bag		
	Day old Chicks -	Each	
	Broilers		
	Fertilizer - Comp D	Each	
	(50 kg/Bag)		

Table 16: Ele Installations	Table 16: Electrical Installations		Market Prices per Province	
Requir	Requirements			•
Product	Product Description &	How		National
Code	Wries			Average
	Specification	,		
	1.5mm 2 core	3		•
	cable			
	1.5mm 3 core	3		
	cable	· , · ,		
	10mm2 multi	3		-, - <u> </u>
	strand cable			

	River Sand	4"	Brick Force Wire	Reinforcement	Steel			١٠'
Cubic	Per				Roll	Ŕ	ଜି	Each
	:							
				,	. :			
	r							
 ••••								
			•					
								
								
								
· · · · <u>-</u>								

Table '	Table 17: Water		Market Prices per Province
Installations	ations		
Requir	Requirements	····	
Product	Description &	CoM	
0000	Brief		
	Specification		
	Fire hydrant	Each	
	10000 Litres PVC	Each	
	Tank		
	1 HP submersible	Each	
	pump		
	2 HP submersible	Each	

_	,		_	
			<u> </u>	
		Solar Panels 300W	Prepaid Meter	Single Phase
		anels	d Me	Phase
		3000	ter	10
				Each
				55 -
•		•		
	ļ			
	ļ. 			
	-			:
i				
			•	
			· · · · · ·	
<u>[</u>		l.		

Table 18: E Appliances	Table 18: Electrical Appliances		Market Prices per Province	89
Product	Description &	Uo.K		
Code	Brief			
	Specification			
	Kettle - Automatic	Each		
	(1.7 Liter)			
	Electric Cooker - 4	Each		
	Plates	•	•	
•	DEEP FREEZER	Each		
	FRIDGE 210L	_		
	Generator 4.5KV	Each		

.

Table 1	Table 19: Lighting,		Warket Prices per Province	
Heating	Heating and Ventilation	fion		
Fittings	Fittings and Fixtures	ψi		
Product	Description &	UoM		2965
Code	Brief			Avorage
	Specification			
	36000 BTU ceiling	Each		
-	cassette			
	36000 BTU split	Each		į
	type			
	Energy Saver Light	Each		
	Bulb (60 Watts)			
	Fluorescent Tube 2	Each		
	ft (600mm)			
	Fluorescent Tube 4	Each		
	ft (1200mm)			

Table 2	Table 20: Beverages				Marke	Market Prices	s per Province	ovince		
Product	Description &	Cons							_	in the country of the
Code	Brief	- · · · · ·			·			-		10 10 10 10 10 10 10 10 10 10 10 10 10 1
	Specification					······································				
	Castle Lite canned	Each								
	- 6 Pack						•			,
:	Castle Lite - Big	Each								
	Bottle 1x12 Crate		· <u>-</u>			·			 	
	Soft Drinks 300ml	Each								
	Ciders Hunters 1x6	Each		-						-
	pack								 	
 :	Ciders Savanna	Each							+	
	1x6 pack					· · ·			 	•

.

Table 21	Table 21: Toiletries &	ğe	Market Prices per Province
Cleaning	Cleaning Materials		
Product D	Description &	Co Si	
00 00 00 00 00 00 00 00 00 00 00 00 00	Brief	_	
හ	Specification		
Α	Air Freshener -	Each	
<u>ω</u>	300ml		
A	All-purpose	Each	
cl	cleaner - 750ml		
	Toilet cleaner -	Each	
5(500ml		
17	Toilet paper - 2 ply	Each	
30	pack of 10		
-			

Table	Table 22: Banking			Harket Pi	Market Prices per Province	ince	,
Indust		nts	-				
Product	Description &	Cox					
Code						 ,	
	Specification				• • • • • • • • • • • • • • • • • • • •		
	Point of Sale	Each					
	Machines					•	
	ATMs	Each					
	Point of sale	Each					
:	software			_			
							1
Table 2	Table 23: Fuel Industry	try		Market Prices	es per Province	500	
Requirements						ļ	
Product	Description &	Mod					••••

Table 2	Table 24: Heavy Duty		Market Prices per Province	
Motor \	Motor Vehicles			
Product	Description &	UoM M		National
ក ជ ភ្				Average
	Specification			
	Motorized Grader-	each		
	170HP			
	Motorized Grader-	each		
	150HP			
	Self-Propelled	each		
	Pneumatic Roller			
	Scania	each		
	Tractor/Truck/Horse			
	420HP			

			Γ	·
		Fuel Pumps	Specification	Brief
		Pum	Ciffic	cetty
		રુ	atio	
			Ĭ	
		Each		
		''		
	·····			
				ļ
		<u></u>		
	-			
Į	L			

			Requirements	Requi
			Telecommunications	Telec
s per province	Markot Pricos	<i></i>	Table 26: Electronics	labie

Table 25: Materials	Table 25: Packaging Materials	•	Market Prices per Province	
Product	Product Description &	Mon		2000
Cons	Brief			Average
	Specification) () ()
	80 GSM dispatch	each		
	Bags- Polywoven			
	110GSM storage	each		
	Bags- Polywoven			
	, in the state of			

Code Product Description & Requirements Table 27: Broadcasting Brief Specification Each Each UoM Market Prices per Province Average National

			Specification	
	Each	Each		
				-
		_	·	_
	:			-
_				
			-	1
-			·	
1				

Daniel Da	ordina Description Coneral	neral		Market Prices	led sooi	per Province	ñ			
Ö	Chanon &	CoM	 							
Code Brief	ing)		 . <u> </u>			<u></u>			· <u> </u>	National
920	Specification									Average
		Each					- -			
		Each								
						1		-		

CATEGORY B: NON-CONSULTANCY SERVICES

	Code &	Product Description UoM	Services	Table 29: Internet
Aı			Ę	Markot Drings per Dry Dry
Average	vational			

Table 30: Accommodation & Conference Facilities Product Description UoM Code & Brief	3	3	& Market Prices per Province UoM	3
TO 1	Market Pric	Market Prices per Pr	Market Prices per Province	Market Prices per Province
	Warket Pric	Market Prices per Pr	Market Prices per Province	Market Prices per Province
	T To	Thet Prices per Pr	irket Prices per Province	rket Prices per Province
es per Province	Ovince			

					-·· <u>-</u>		
		Internet Speed Month	10 MBPS	Internet Speed Month	5 MBPS	Specification	Brief
		Month	1	Month	<u>دىر</u>		
		:			:		
							-
-							
		•					
						-	
-							

Table Servic	Product	; ;									
Table 31: Security Services & Surveillance	Description	Brief	Specification	24-Hr Guard	with a gun-	Rate	24Hr Guard	without a gun	12-Hr Guard	with a gun-	Rate
lance	MoM			1 Month			1 Month		1 Month		
						-11 * 1 * 1					
			: 						•	· · · · · ·	
Harket			·								
Market Prices p											
per Province	**************************************	, <u>-</u> -				,	···				
ñ										<u> </u>	
	Nat			<u></u>							
	National	•									

					SN005
Lunch)	teas, water,	(conference,	person	Package per	Full Conference
					Each
				·	
				····	

ŀ	C OM
ription	CoM
Brief	
ŀ	_
Hire of Hipper	
Truck	Per Hr
	Per Hr

.

ļ							<u> </u>	
	CCTV- Camera 1 Month	Transit Services	Cash - in	Response - Rate	24-Hr Rapid	Rate	without a gun-	24-Hr Guard
	1 Month		1 Month		1 Month		_	1 Month
-		····		. ,		·		
							· •·· . <u> </u>	
							_	
								
							<u> </u>	
				·				

			Code	Product	Radio	Advert	Table 34:
	Specification	Brief	ĝo	Product Description		Advertisement Tv &	34:
				MoU	- , <u> </u>	Ğo	-
		<u></u> -					
	·	<u> </u>					
-	· · · · · ·	 ,				1 1 1 1 1 1	Warket Prices
			•			() () ()	
			·			# # # # # # # # # # # # # # # # # # #	
			-	_		r f	3
		<u>. </u>					
		Average	National	:			

Vehicles	Vehicles Vehicles	Notor	Market Prices per Province	
Product	Product Description	CoM		
Code	ĝο			National
	Brief			Average
	Specification			
	Hire of Merc	Per		
	Benz	day		

Table 35:	35:		Market Prices nor Province	
Advert	Advertisement -			
Newspaper	aper			
Product	Product Description	CoM		
Code	ĝo.	····		National
	Brief			Average.
	Specification			
Table 3	Table 36: Provision of	of	Market Prices per Province	
Cleanin Scaping	Cleaning and Land Scaping Services			

Table 37: General Non- Consultancy Services Product Description UoM Code & Rrief	es
	•
	Market Pric
	Market Pric
	Ket Pric
70 00 00 00 00 00 00 00 00 00 00 00 00 0	20 1
es per Province	rovince
es per Province	To Vince
es per Province	rovince

								Code	Product
				<u> </u>		Specification	Brief	Şo	Product Description UoM
				Month	Per				Mou
							,		
		-							•
						1			
:									
			1						
				••			Avel age	National	Vational I

CATEGORY D: Consultancy Services

			-	ervices	Legal Services
		Market Prices ner Province	of	Table 39: Provision of	Table 3
				Labour Broking	
_				Services	
			Per -	Recruitment	
				Specification	
Average				Brief	
National				ζο	Code
			UoM	Description	Product
			ancy	Resources Consultancy	Resour
				Broking and Human	Brokin
-	*** ***	Musics Drives nor Drewn	<u>-</u>	Fable 38: Labour	Table:

Code

National Average

2
Code & Brief
Specification

		_	_					A	S	8
								dvocate	Specification	rief
				Hour	Per	Hour		Per		
			1	·			•			-
					-					
					:					
			_				· <u>-</u>			
: 										

Code Product Description **Provision of Consultancy Services** Table 41: General Brief Specification HoM Market Prices per Province Average National

CATEGORY D: WORKS

Table	Table 42: Design,		Marko Origon	
Supply	Supply, Delivery &			
installa	Installation of Air			
conditioners	oners			
Product	Description	CoM		
Code	Şo.			National
	Brief			Average
	Specification			
		each		
		each		
	4,			
Table 4	Table 43: Design,		Market Prices per Province	
Supply,	Supply, Delivery &	•		
Installation of	tion of			
Passen	Passenger Lifts	· <u>-</u> .		
Product	Description	MoM		:
Code	Şo			National
	Brief		Aw	Average
	Specification			
		each		
		each		

Code Product Description of Boreholes **Delivery & Installation** Table 44: Supply, Single Casing- 6 Inch PVC Specification
Drilling of Brief Double Casing 6 Borehole (80m-Drilling of 6 Inch PVC Inch PVC Borehole (60m -Drilling of Double Casing -Borehole (40m each UoM each each Warket Prices per Province Average National

	,		
		-	

Works Code Product Description Table 45: General-Brief ζo Specification UoM Market Prices per Province Average National