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27

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

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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: -

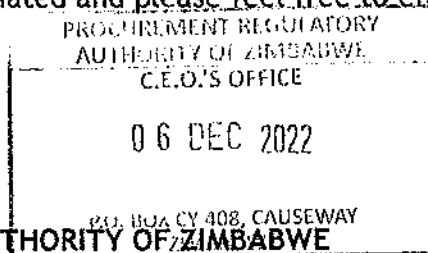
1. Procuring Entities (PEs) are requested to use the soft copy of the template which is available on the PRAZ website [www.praz.org.zw](http://www.praz.org.zw);
2. PEs are only required to fill in two columns which is the Description & Brief Specification as well as the Unit of Measurement (UoM) columns;
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](mailto: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.

  
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  
**OFFICE OF THE PRESIDENT AND CABINET**

CATEGORY A: GOODS

### Table 1: New Light Motor Vehicles

[illegible]

Table 2: Covid-19 Requirements			Market Prices per Province										
Product Code	Description & Brief Specification	UoM											National Average
	NK-95 Face Mask	each											
	Medical Face Mask- 3-Ply (Size 17.5cm x 9.5cm) (25 Per Box)	each											
	Medical Face Mask- 3-Ply (Size 17.5cm x 9.5cm) (50 Per Box)	each											

Table 3: Medical Requirements	Market Prices per Province	
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[illegible][illegible]













**Table 11: Computer Software**[illegible]







[illegible]

Table 16: Electrical Installations Requirements			Market Prices per Province										
Product Code	Description & Brief Specification	UoM											National Average
	1.5mm 2 core cable	m											
	1.5mm 3 core cable	m											
	10mm2 multi strand cable	m											







### Table 19: Lighting, Heating and Ventilation Fittings and Fixtures

### Market Prices per Province

[illegible]

[illegible]

**Table 21: Toiletries & Cleaning Materials**[illegible]





















[illegible][illegible]

Table 36: Provision of Cleaning and Land Scaping Services	Market Prices per Province
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CATEGORY D: Consultancy Services

[illegible][illegible]









[illegible]

### Table 44: Supply, Delivery & Installation of Boreholes

### Market Prices per Province

[illegible]

[illegible]