

GUIDANCE ON THE COMPLETION OF MONTHLY RETURN TEMPLATE

1) GENERAL COMMENTS

- All cells marked in grey are read-only, this means they are not editable
- All cells with blue borders are auto-calculated and are not editable
- All **BLANK (NON-COLOURED)** cells need your input and they must be FULLY completed where necessary otherwise **LEAVE BLANK**
- All cells with **SELECT** options must be **SELECTED CORRECTLY**
- All **DATE** formats **MUST** be **CORRECTLY FORMATTED**. Date format: Day/ Month/ Year e.g. 23/10/2021
- You are **ONLY ALLOWED** to add **MORE ROWS** and **NOT ALLOWED** to add **COLUMNS** in **PROCUREMENT SUMMARY** worksheet.

83	Non-Consultancy Services	Select Option	Select Country		
84		Select Option	Select Country		
85		Select Option	Select Country		
86		Select Option	Select Country		
87		Select Option	Select Country		
88	Total			0	ZWL\$
89	TOTAL PROCUREMENTS (REGULAR)				0 ZWL\$
90	(B) COVID-19 EMERGENCY PROCUREMENTS				
91	Goods	Select Option	Select Country		
92		Select Option	Select Country		
93		Select Option	Select Country		
94		Select Option	Select Country		
95		Select Option	Select Country		
96	Total			0	ZWL\$
97		Select Option	Select Country		

- For **ALL CURRENCY OTHER THAN ZWL\$ or US\$, PLEASE CONVERT** to **US\$** using current **BANK RATE**
 - For **INSTITUTIONAL STATUS-CHECKLIST, REGULAR PROCUREMENTS-CHECKLIST** and **COVID-19 CHECKLIST** please **SELECT** the **CORRECT OPTION**
 - The sheet **ONLY ALLOWS** you to **ADD** more columns to **REGULAR PROCUREMENTS-CHECKLIST, COVID-19 CHECKLIST** and **ERRP CHECKLIST** worksheets.
 - Please enter value in all cells as a single digit without the currency or separated by commas or spaces. Only enter (e.g 23456.55) not (\$23,456.55 or 23 456.55)
- 2) When **ADDING A ROW** please follow the following steps:

1st Step: Highlight the whole row/ Select the whole row e.g. Row 65

52	5. NUMBER & VALUE OF PROCUREMENTS AWARDED IN 2021 BY MONTH PROCUREMENT METHOD, BY SUPPLIER AND BY INDUSTRY						
53	(A) REGULAR PROCUREMENTS						
54	Category	Name	Industry	Supplier	Supplier's PRAZ Registration Number	Nationality	Competitive Tender
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2nd Step: Right click to get the menu and select/ click Copy (Circled in red below)

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3rd Step: Right click to get the menu and select/ click Insert Copied Cell (Circled in red below)

	Category	Name	Industry	Supplier's PRAZ Registration Number	Nationality	No. of Procurements	Total Value
6			Select Option		Select Country		
7			Select Option		Select Country		
8			Select Option		Select Country		
9			Select Option		Select Country		
0			Select Option		Select Country		
1			Select Option		Select Country		
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3			Select Option		Select Country		
4			Select Option		Select Country		
5			Select Option		Select Country		
6		Total				0	ZWLS
7			Select Option		Select Country		
8			Select Option		Select Country		
9			Select Option		Select Country		
0			Select Option		Select Country		
1			Select Option		Select Country		
2			Select Option		Select Country		
3			Select Option		Select Country		
4			Select Option		Select Country		
5			Select Option		Select Country		
6		Total				0	ZWLS
7			Select Option		Select Country		
8			Select Option		Select Country		
9			Select Option		Select Country		
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1			Select Option		Select Country		
2			Select Option		Select Country		
3			Select Option		Select Country		
4			Select Option		Select Country		
5			Select Option		Select Country		
6		Total				0	ZWLS
7			Select Option		Select Country		

****THIS ALLOWS YOU TO COPY AND PASTE WITH ALL THE FORMULAS

***NOTE: WHEN ADDING A NEW ROW YOU ONLY DO IT WITHIN THE SPECIFIC SECTION OR BEFORE THE TOTAL ROW OF THAT SECTION

A		B		C		D		E		F		G		H		I			
Form CME1		Procurement Return for																	
Enter the address/location where the Accounting Officer is stationed eg Number 61 Samora Machel Avenue, 9th Floor Pearl House		Select Month				Select Year													
Enter Procuring Entity Name in full		Please select the month you are reporting				Select the year													
1. DETAILS OF PROCURING ENTITY																			
Procuring Entity Name		PE Category (select appropriate)				Select Option		PE Subcategory (select appropriate)		Select Option		PE Industry (select appropriate)		Select Option					
Valid Authority to Procure		Select Option		Date of Authority to Procure (DD/MM/YYYY)				Class		Select Class		If Not registered, state reason for not registering with PRAZ		Select Option					
Accounting Officer Station		Accounting Officer Mobile No				Accounting Officer Email address				PE Telephone Numbers									
				Enter their correct Accounting officer's Mobile number				Enter their correct Accounting officer's email address				Please enter PE's correct landline or cellphone number							
2. MONTHLY SUMMARY																			
Monthly Procurement Budget in ZWL\$ as Per Annual Plan		Actual (Regular) Monthly Procurement (ZWL\$)		ZWL\$		-		Actual (Covid) Monthly Procurement (ZWL\$)		ZWL\$		-		Actual (ERR) Monthly Procurement (ZWL\$)		ZWL\$			
Monthly Procurement Budget (US\$)		Actual (Regular) Monthly Procurement (US\$)		US\$		-		Actual Monthly (Covid) Procurement (US\$)		US\$		-		Actual (ERR) Monthly Procurement (US\$)		US\$			
YTD Cumulative Annual Procurement Budget (ZWL\$)		YTD Cumulative Actual (Regular) Procurement Spent (ZWL\$)						YTD Cumulative Actual (Covid) Procurement Spent (ZWL\$)						Cumulative Actual (ERR) Procurement Spent (ZWL\$)					
YTD Cumulative Annual Procurement Budget in ZWL\$		YTD Cumulative Actual (Regular) Procurement Spent (US\$)						YTD Cumulative Actual (Covid) Procurement Spent (US\$)						YTD Cumulative Actual (ERR) Procurement Spent (US\$)					
YTD Cumulative Annual Procurement Budget in US\$		YTD Cumulative Payments vs Actual Spent (ZWL\$)						YTD Cumulative Procurement Payments made to date (US\$)						YTD Cumulative Payments vs Actual Spent (US\$)					
YTD Cumulative Asset Disposals made to date (ZWL\$)		YTD Cumulative Asset Disposals made to date (US\$)						Actual Monthly Procurements Under Devolution Funds (ZWL\$)		ZWL\$		-		Actual Monthly Procurements Under Devolution Funds (US\$)		US\$			
H		I		J		K		L		M		N							
PE Industry (select appropriate)		Select Option		Physical Address				Date of Reporting (DD/MM/YY)											
If Not registered, state reason for not registering with PRAZ		Select Option		Parent Ministry				Period Reported (DD/MM/YY) to (DD/MM/YY)											
PE Telephone Numbers		PE Parent (where applicable)				Preceding Month Statistics submitted (select appropriate)				Select Option									
Please enter PE's correct landline or cellphone number		Enter Parent ministry in which the PE falls under eg Min of Local government												Enter the period being reported e.g 01/10/20 - 31/10/21					
Actual (ERR) Monthly Procurement (ZWL\$)		ZWL\$		-		Monthly Budget vs Regular Actual Variance (ZWL\$)		ZWL\$		-		Reasons For Variance							
Actual (ERR) Monthly Procurement (US\$)		US\$		-		Monthly Budget vs Regular Actual Variance (US\$)		US\$		-		Reasons For Variance							
Cumulative Actual (ERR) Procurement Spent (ZWL\$)						Budget vs Actual Variance (ZWL\$)		ZWL\$		-		Reasons For Variance							
YTD Cumulative Actual (ERR) Procurement Spent (US\$)						Budget vs Actual Variance (US\$)		US\$		-		Reasons For Variance							
YTD Cumulative Payments vs Actual Spent (US\$)																			
Actual Monthly Procurements Under Devolution Funds (US\$)		US\$		-		YTD Cumulative Procurements Under Devolution Funds (ZWL\$)				YTD Cumulative Procurements Under Devolution Funds (US\$)									
								Enter the value of				Enter the value of domestic non-		Enter the value of					

Section 3

3. NUMBER & VALUE OF PROCUREMENTS AWARDED IN 2021 BY MONTH AND BY TYPE OF PROCUREMENT										Enter the value of International goods in ZWL\$	Enter the value of domestic works in ZWL\$	Enter the value of International works in ZWL\$
Enter the Number of Planned Procurement as per procurement plan		Enter the value of domestic goods in ZWL\$		Goods		International		Works		International		
				Domestic	International	Domestic	International	Domestic	International			
Total Amount Planned (ZWL\$)	ZWL\$	-	Total Amount Actual (ZWL\$)	ZWL\$	-							
Total Amount Planned (US\$)	US\$	-	Total Amount Actual (US\$)	US\$	-							
Total Number of Emergency Procurements (Covid-19)												0
Total Amount Actual of Emergency Procurements (Covid-19)(ZWL\$)				Enter the value of domestic goods in US\$		Enter the value of International goods in US\$		Enter the value of domestic works in US\$		Enter the value of International works in US\$		
Total Amount Actual of Emergency Procurements (Covid-19) (US\$)				US\$		-						
Total Number of Emergency Procurements (ERRP)												0
Total Amount Actual of Emergency Procurements (ERRP)(ZWL\$)				ZWL\$		-						
Total Amount Actual of Emergency Procurements (ERRP) (US\$)				US\$		-						
Total Number of Devolution Procurements												0
Total Amount Actual of Devolution Procurements (ZWL\$)				ZWL\$		-		Enter the total value of all the Contracts Awarded in the month under review in ZWL\$				
Total Amount Actual of Devolution Procurements (US\$)				US\$		-		Enter the total value of all the Contracts Awarded before the month under review in ZWL\$				
Total Number of Contracts Awarded During Month				Enter the total number of Contracts Awarded before the month under review		Total Contracts Awarded for Month (ZWL\$)				Total Contracts Awarded for Month (US\$)		
Total Number of Contracts Awarded Before Month						Total Contracts Awarded Before Month (ZWL\$)				Total Contracts Awarded Before Month (US\$)		
Actual Monthly Procurements Under Devolution Funds (US\$)												US\$
FYTD Cumulative Procurements Under Devolution Funds (ZWL\$)												
Enter the value of domestic works in ZWL\$		Enter the value of International works in ZWL\$		Enter the value of domestic consultancy services in ZWL\$		Enter the value of International consultancy services in ZWL\$		Enter the value of domestic non-consultancy services in ZWL\$		Enter the value of International non-consultancy services in ZWL\$		
Domestic		International		Domestic		International		Domestic		International		
Enter the value of domestic works in US\$		Enter the value of International works in US\$		Enter the value of domestic consultancy services in US\$		Enter the value of International consultancy services in US\$		Enter the value of domestic non-consultancy services in US\$		Enter the value of International non-consultancy services in US\$		
Enter the total value of all the Contracts Awarded in the month under review in ZWL\$				Enter the total value of all the Contracts Awarded in the month under review in US\$								
Total Contracts Awarded for Month (US\$)												
Total Contracts Awarded Before Month (US\$)												

Section 4

4. DETAILS OF PROCUREMENT MANAGEMENT UNIT						
PMU Personnel	Full names	Job Title	Mobile Phone Number	Email Address	Procurement Qualifications	Procurement Certifications
Head of PMU						
PMU Members	Enter the full name and surname	Enter Job Title e.g Procurement Manager, Procurement Officer, Clerk etc	Enter cellphone number	Enter active Email Address	Please enter Educational Qualifications e.g Masters, Degree, Diploma, Certificate etc. Please separate using a comma e.g Masters in Purchasing and Supply, Bsc in Purchasing and Supply, HND in Purchasing and Supply etc	Please enter Professions e.g CIPS
Staff movements in and out of PMU during reported month						

IT Tools Support Provided by PE						
Procurement Certifications	Years of Experience in Procurement	Number of PRAZ Sensitisation	Sensitisation courses attended	Internet	Computers	Phone
Please enter Professional Certifications e.g CIPS	Enter the number of years while in procurement e.g 7	Select Option	Select Option	Select Option	Select Option	Select Option
		Select Option	Select Option	Select Option	Select Option	Select Option
		Select Option	Select Option	Select Option	Select Option	Select Option
		Select Option	Select Option	Select Option	Select Option	Select Option
		Select Option	Select Option	Select Option	Select Option	Select Option
		Select Option	Select Option	Select Option	Select Option	Select Option
		Reason for Entry or Exit	Select Option			
		Reason for Entry or Exit	Select Option			

Section 5

5. NUMBER & VALUE OF PROCUREMENTS AWARDED IN 2021 BY MONTH PROCUREMENT METHOD, BY SUPPLIER AND BY INDUSTRY									
(A) REGULAR PROCUREMENTS									
Category	Name	Industry	Supplier	Nationality	No. of Procurements	Total Value (ZWL\$)	Total Value (US\$)		
Goods		Select Option	Select Option	Select Country					
		Select Option	Select Option	Select Country					
		Select Option	Select Option	Select Country					
		Select Option	Select Option	Select Country					
		Select Option	Select Option	Select Country					
		Select Option	Select Option	Select Country					
		Select Option	Select Option	Select Country					
		Select Option	Select Option	Select Country					
		Select Option	Select Option	Select Country					
		Select Option	Select Option	Select Country					
Total					0	ZWL\$	-	US\$	

Competitive Tenders									
Total Value (ZWL\$)	Total Value (US\$)	No. of Procurements	Total Value (ZWL\$)	Total Value (US\$)	No. of Procurements	Total Value (ZWL\$)	Total Value (US\$)	No. of Procurements	Total Value (ZWL\$)
ZWL\$	-	US\$	-	0	ZWL\$	-	US\$	-	0

Enter the correct total number of procurements under Framework Agreements		Enter the correct total number of procurements under RFQ					
Direct		Framework Agreements		RFQ			
Total Value (ZWL\$)	Total Value (US\$)	No. of Procurements	Total Value (ZWL\$)	Total Value (US\$)	No. of Procurements	Total Value (ZWL\$)	Total Value (US\$)
Enter the total value of procurements under Direct in US\$ from the supplier. Please enter value without the currency or separated by commas or spaces. Only enter (e.g 23456.55) not (\$23,456.55 or 23 456.55)		Enter the total value of procurements under Framework Agreements in ZWL\$ from the supplier. Please enter value without the currency or separated by commas or spaces. Only enter (e.g 23456.55) not (\$23,456.55 or 23 456.55)		Enter the total value of procurements under Framework Agreements in US\$ from the supplier. Please enter value without the currency or separated by commas or spaces. Only enter (e.g 23456.55) not (\$23,456.55 or 23 456.55)		Enter the total value of procurements under RFQ in ZWL\$ from the supplier. Please enter value without the currency or separated by commas or spaces. Only enter (e.g 23456.55) not (\$23,456.55 or 23 456.55)	
ZWL\$	US\$	0	ZWL\$	US\$	0	ZWL\$	US\$

6a. NUMBER & VALUE OF PROCUREMENT CONTRACTS AWARDED DURING THE MONTH OF 2021 (Excl PPPs)							
Project & Contract title	Project Description	Contract Value ZWL\$	Contract Value (US\$)	Contractor (s) Name	Contractor's Nationality	Contractor Physical Address	Date Contract Signed (DD/MM/YY)
Enter the Project and Contract Title as per Contracts Documents	Enter project description as per contract documents	Enter correct Contract Value in ZWL\$ as per contract document if applicable	Enter correct Contract Value in US\$ as per contract document if applicable	Enter correctly Contractors name as per contract document	Select Country Select Country Select Country	Enter correctly the contractors physical address as per contract document	Enter the correct when the contract signed
6b. NUMBER & VALUE OF PROCUREMENT CONTRACTS AWARDED BEFORE THE REPORTED MONTH OF 2021 (Excl PPPs)							
Project & Contract title	Project Description	Contract Value ZWL\$	Contract Value (US\$)	Contractor(s) Name	Contractor's Nationality	Contractor's Physical Address	Date Contract Signed (DD/MM/YY)
					Select Country Select Country Select Country		
7. PUBLIC ASSETS DISPOSAL							
Description of Disposed Items	Date of Disposal (DD/MM/YY)	Reasons for Disposal	Disposal Approved	Method of Disposal Used	Specify if Other Disposal Method Used	Evaluation Method	Specify if Other Evaluation
		Select Option	Select Option	Select Option		Select Option	
		Select Option	Select Option	Select Option		Select Option	
		Select Option	Select Option	Select Option		Select Option	
Accounting Officer to							
ZWL\$	US\$	0	ZWL\$	US\$	0	ZWL\$	
ZWL\$	US\$	0	ZWL\$	US\$	0	ZWL\$	

Contractor Physical Address	Date Contract Signed (DD/MM/YY)	Date Site Availed to Contractor (DD/MM/YY)	Date Contract Started (DD/MM/YY)	Initial Expected Completion Date (MM/DD/YY)	Project Location	Expense Category (Capital/Operational)
Enter correctly the contractors physical address as per contract document	Enter the correct date when the contract was signed	Enter the correct date when the site was availed to the contractor	Enter correctly the date the project started	Enter the date the project is expected to finish	Enter the location of the project e.g. Province, district or Ward	Select Option Select Option Select Option
Contractor's Physical Address	Date Contract Signed (DD/MM/YY)	Date Site Availed to Contractor (DD/MM/YY)	Date Contract Started (DD/MM/YY)	Initial Expected Completion Date (MM/DD/YY)	Project Location	Expense Category (Capital/Operational)
						Select Option Select Option Select Option
Evaluation Method						Total Value Realised ZWL\$
Select Option						
Select Option						
Select Option						

2								
3								
4	Expense Category (Capital/Operational)	Procurement Method	Number of Payment Certificates issued to date	Payments made to date ZWL\$	Payments made to date (US\$)	Project Completion Status	Is Contract Running on Schedule	State Number of Weeks Contract is Behind Schedule
5	Select Option	Select Option				Select Option	Select Option	
6	Select Option	Select Option	Enter the total number of payment certificate issued to date, if any	Enter total amount paid in ZWL\$ to the contractor to date, if	Enter total amount paid in US\$ to the contractor to date, if any	Select Option	Select Option	Enter the total number of weeks the contract is behind
7	Select Option	Select Option				Select Option	Select Option	
8								
9								
10								
11	Expense Category (Capital/Operational)	Procurement Method	Number of Payment Certificates issued to date	Payments made to date ZWL\$	Payments made to date (US\$)	Project completion status	Is Contract Running on Schedule	State Number of Weeks Contract is Behind Schedule
12	Select Option	Select Option				Select Option	Select Option	
13	Select Option	Select Option				Select Option	Select Option	
14	Select Option	Select Option				Select Option	Select Option	
15								
16	Total Value Realised ZWL\$	Total Value Realised (US\$)						
17								
18								
19								

172							
173							
174	State Number of Weeks Contract is Behind Schedule	State Number of Weeks Contract is Ahead of Schedule	Monthly Project Progress reports submitted	Contract Performance reports on file at PE	Date Contract Completed	Date Contract Canceled (If applicable)	PE remarks on project progression status and contractor performance
175			Select Option	Select Option			
176	Enter the total number of weeks the contract is behind	Enter the total number of weeks the contract is ahead	Select Option	Select Option	Enter the correct project completion date if complete	Enter the correct date when the project was canceled	Enter remarks pertaining to the contract if any
177			Select Option	Select Option			
178							
179							
180							
181	State Number of Weeks Contract is Behind Schedule	State Number of Weeks Contract is Ahead of Schedule	Monthly Project Progress reports submitted	Contract Performance reports on file at PE	Date Contract Completed (MM/DD/YY)	Date Contract Canceled (If applicable) (MM/DD/YY)	PE remarks on project progression status and contractor performance
182							
183							
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189							

190	Note: Use the correct & full suppliers'/contractors' names and invoices. Where the suppliers use more than one name or a 'T/A', indicate all names			
191	Accounting Officer to declare his/her name by entering name and surname			
192	8. DECLARATIONS			
193	ACCOUNTING OFFICER			
194	Name & Surname	ID Number	Accounting Officers to enter his/her ID Number	
195	Employed by	Stationed at	Enter the station of Accounting Officer	
196	Role/Title			
197	do hereby declare that the information provided to PRAZ above is true and correct. I have declared all procurement transactions and preserved at the procuring entity for which I take full responsibility.			
198	Signature	Date (DD/MM/YYYY)	Enter date when the Accounting Officer signed the return	
199	Accounting Officers Signature			
200	HEAD OF PROCUREMENT MANAGEMENT UNIT			
201	Name & Surname	ID Number	Head PMU to enter his/her ID Number	
202	Employed by	Stationed at	Enter the station of Accounting Officer	
203	Role/Title			
204	do hereby declare that the information provided to PRAZ above is true and correct. I have declared all procurement transactions and preserved at the procuring entity for which I take full responsibility.			
205	Signature	Date (DD/MM/YYYY)	Enter date when the Accounting Officer signed the return	
206	Head PMU Signature			
207				
208				