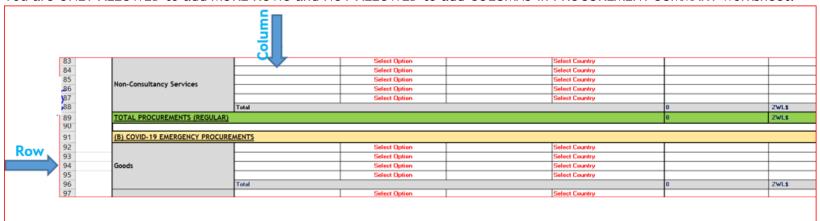
## GUIDANCE ON THE COMPLETION OF MONTHLY RETURN TEMPLATE

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

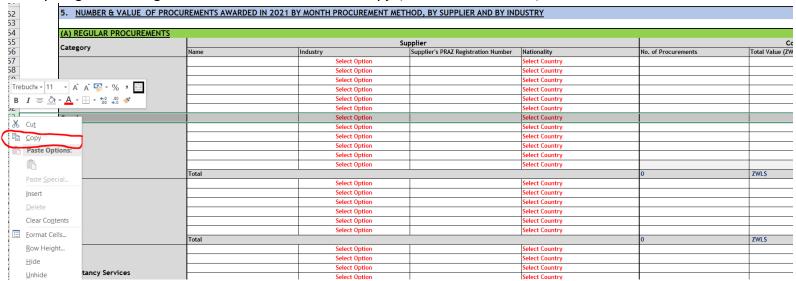


- g) For ALL CURRENCY OTHER THAN ZWL\$ or US\$, PLEASE CONVERT to US\$ using current BANK RATE
- h) For INSTITUTIONAL STATUS-CHECKLIST, REGULAR PROCUREMENTS-CHECKLIST and COVID-19 CHECKLIST please SELECT the CORRECT OPTION
- i) The sheet ONLY ALLOWS you to ADD more columns to REGULAR PROCUREMENTS-CHECKLIST, COVID-19 CHECKLIST and ERRP CHECKLIST worksheets.
- j) 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:

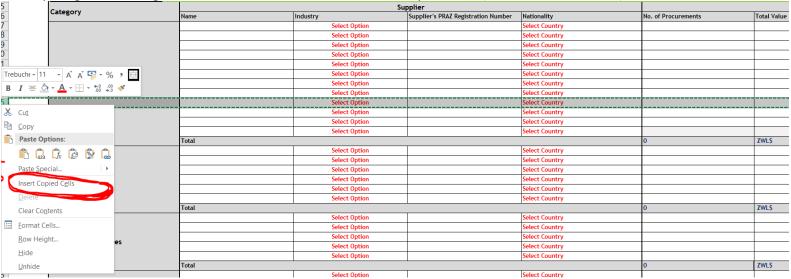
1st Step: Highlight the whole row/ Select the whole row e.g. Row 65

51														
	5. NUMBER & VALUE OF PROCUREMENTS AWARDED IN 2021 BY MONTH PROCUREMENT METHOD, BY SUPPLIER AND BY INDUSTRY													
52 53 54 55 56 57 58 59 60 61 62 63														
54	(A) REGULAR PROCUREMENTS													
55	Category		Su	Competitive Tende										
56	Category	Name	Industry	Supplier's PRAZ Registration Number	Nationality	No. of Procurements	Total Value (ZWL\$)							
57			Select Option		Select Country									
58			Select Option		Select Country									
59			Select Option		Select Country									
60			Select Option		Select Country									
61			Select Option		Select Country									
62			Select Option		Select Country									
63	Goods		Select Option		Select Country									
Row 65 64			Select Option		Select Country									
65			Select Option		Select Country									
66			Select Option		Select Country									
67			Select Option		Select Country									
65 66 67 68			Select Option		Select Country									

2<sup>nd</sup> Step: Right click to get the menu and select/ click Copy (Circled in red below)



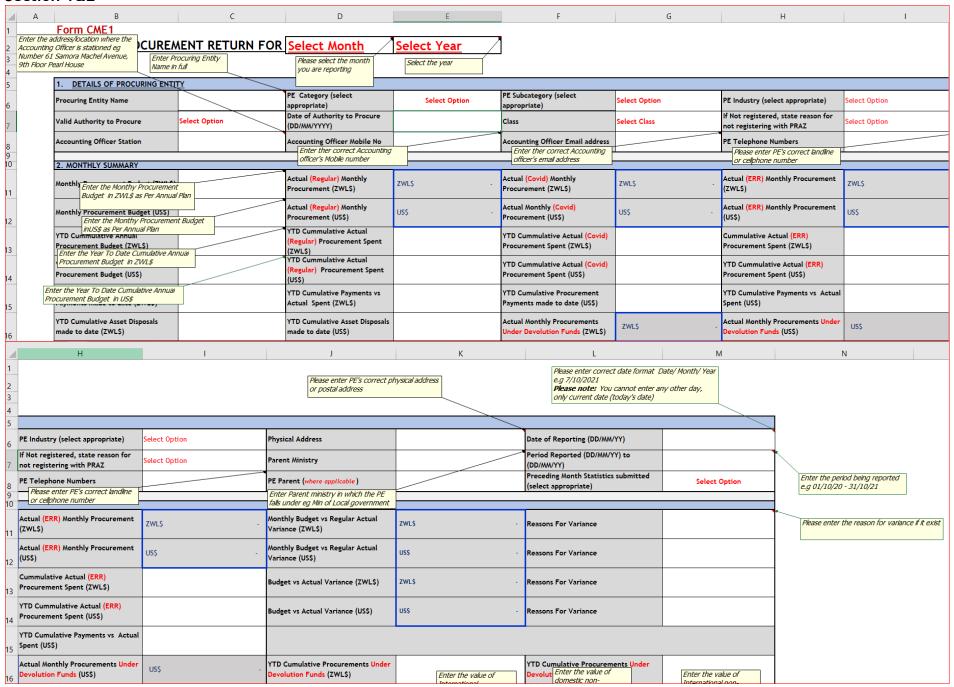
3<sup>rd</sup> Step: Right click to get the menu and select/ click Insert Copied Cell (Circled in red below)



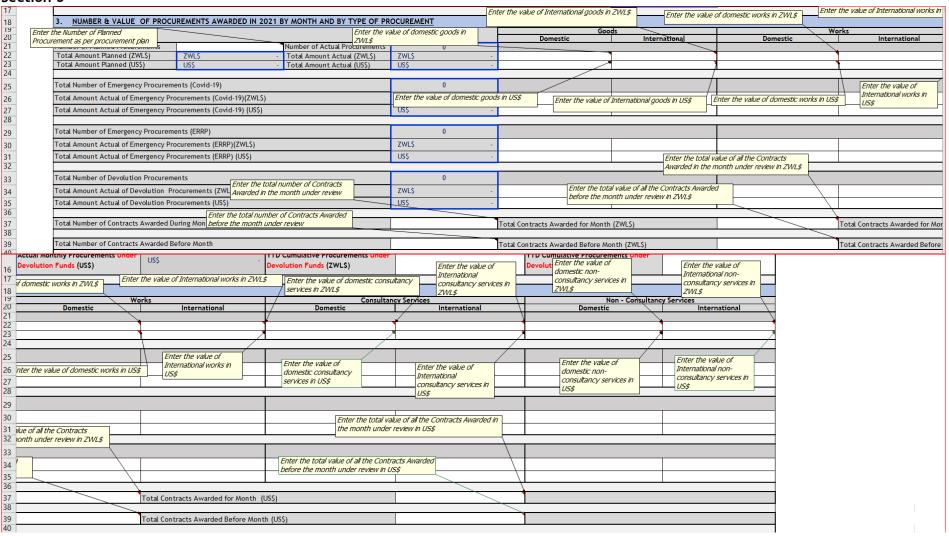
<sup>\*\*\*\*</sup>THIS ALLOWS YOU TO COPY AND PASTE WITH ALL THE FORMULAS

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

# FOLLOW GUIDELINES TO COMPLETE THE RETURN Section 1&2



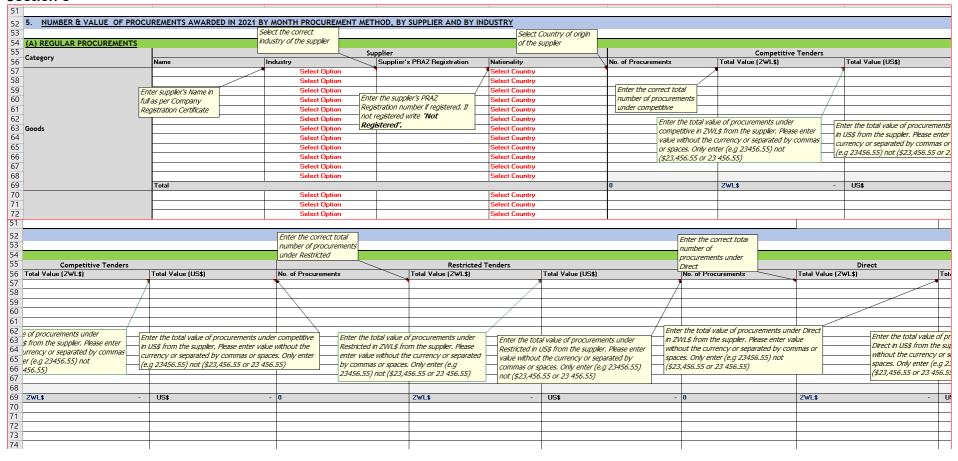
#### Section 3



#### Section 4

	4. DETAILS OF PROCUREMENT MANAGE	GEMENT UNIT												
	PMU Personnel Full r	names	Job Title	ı	Mobile Phone Number		Email Address		Procurement Qu	Procurement Certifications				
	Head of PMU				7		1							
	PMU Members  Enter the full name surname		Enter Job Title e.g Procur Manager, Procurement O Clerk etc				Enter active En		Degree, Dep a comma e.g Purschasing	Please enter Educational Qualifications e.g Masters, Degree, Deploma, Certificate etc. Please separate using a comma e.g Masters in Purchasing and Supply, Bsc in Purschasing and Supply, HND in Purchasing and		Please enter Pro e.g CIPS		
	Staff movements in and out of PMU								Supply etc					
	during reported month								1					
									п	Tools Support Provided I	by DF			
Procureme	ent Certifications	ence in Procuremer	ner Number of PRAZ Sensitisation Sensitisation			courses attended	courses attended Internet		Computers					
			7		elect Option Sele		ect Option Select Option		Select Option		Select Option			
				Selec	Select Option				Select Option		Select Option Select Option			
	Please enter Proffessional Certifications		er of years while in		t Option		ct Option	Select Option		Select Option	Select Option			
	e.g CIPS	procurement e.	g 7	Selec	t Option	Sele	ct Option	Select Option		Select Option	Select Option			
				Selec	t Option	Sele	ct Option	Select Option		Select Option	Select Option			
			Selec		t Option	on Sele		Select Option	Select Option		Select Option			
	·		Reason for Er											
				Reason for	Entry or Exit	Select Option	1							

### Section 5



21											Enter t	he correct total					
52					Enter the correct total i	number of						r of procurements					
53					procurements under Fr	amework					under						
54					Agreements						dilderi	ΝŲ					
55		Direct							Framework Agreements					RFO			
	Total Value			Total 1	Value (US\$)	No. of D	rocurements		Value (ZWL\$)	Total Value	(IIC+)	No. of Procurements		Total Value (ZWL\$)		Total Valu	o (LIC4)
57	Total Value	: (ZWL\$)		1 Otal V	value (US\$)	NO. OF P	rocurements	I Otal	Value (ZWL\$)	TOTAL VALUE	; (UO\$)	No. or Procurements		TOTAL VALUE (ZWL)		Total Valu	e (U3\$)
						Д					/	1					
58					/	′									_/		
59					/												
60					/												
61																	
62	er Direct				Ente	r the total i	value of procurements under		Enter the total value of procu	urements un	der Framework Fnter	the total value of prod	curements under	Enter the to	tal value of pro	curements	under RFO
63					urements under Fram	nework Agre	eements in ZWL\$ from the		Agreements in US\$ from the			n ZWL\$ from the supp			the supplier. P		
	mas or				ier. Please enter value Supp		enter value without the curre	ncv	without the currency or sepa		10 4 1	without the currency			currency or se		
65	-	witho	out the curr	rency or sepa			commas or spaces. Only ent		spaces. Only enter (e.g 2345			mas or spaces. Only en			Only enter (e.g.		
		space space	es. Only en	ter (e.g 2345			not (\$23,456.55 or 23 456.5		23 456.55)	0.55) 1101 (\$							IOL .
66		(\$23)	3,456.55 or	23 456.55)	(c.g.	25 150.55)	1101 (423, 130.33 01 23 130.3	,5)	25 450.55)		not (\$	\$23,456.55 or 23 456.	55)	(\$23,436.53	or 23 456.55	/	
67																	
68																	
69	ZWL\$			- US\$		- 0		ZWL	\$ -	US\$	-	0		ZWL\$	-	US\$	
70																	
71						_				1							
	_					_											
72										<u> </u>							
72										į							
73		6a. NUMBER	& VALUE	OF PROC	UREMENT CONTRACTS	AWARDE	D DURING THE MONTH O	)F 20	21 (Exl PPPs)								
											/ \ PI					Date Contract Signed (DD/M	
74		Project & Contract	t title		Project Description.	ا	ontract Value ZWL\$		Contract Value (US\$)	Contracto	r (s) Name	Contractor 's Nation	nality	Contractor Physical A	iddress	Date	Contract Signed (DD/M
75					1			_	1	_		Select Country				_	
76		the Project and		_			Enter correct Contract		Enter correct Contract	_		Select Country		Enter correctly	the		
77	Contra	act Title as per		E	nter project description as		Value in ZWL\$ as per		Value in ZWL\$ as per	E	nter correctly	Select Country		contractors phy	vsical		Enter the correct
78	Contra	acts Documents	ull s	unnliers'/c	per contract documents	n the cont	ract contract document if	mnlie	ers u contract document if	'T/A', ind	Contractors name as per			address as per			when the contra
				uppliers /Cir		il the cont	applicable	pptie	applicable		contract document			document	CONTRACT		signed
79								_	аррисаріс					document			_
80	I	6b. NUMBER	R & VALUE	OF PROC	UREMENT CONTRACTS	AWARDE	D BEFORE THE REPORTE	ED MO	ONTH OF 2021 (Excl PPP	:)							
														1			
81		Project & Contract	t title		Project Description.	C	ontract Value Z₩L\$		Contract Value (US\$)	Contracto	r(s) Name	Contractor's Nation	nality	Contractor's Physical	Address	Date	Contract Signed (DD/N
81 82	1						Select Count		Select Country								
83	ŀ									_		Select Country					
84	-									1		Select Country					
												Select Country		L			
85		7. PUBLIC ASS	ETS DISPO	DSAL													
06		Description of Dispe	osed Items		Date of Disposal (DD/MM	WY)	Reasons for Disposal		Disposal Approved		lethod of Disposal Used	Specifu if Other Dis	sposal Method Used	Fualuati	on Method	Sn	ecify if Other Evaluation
86 87 88		Description of Disp	osea kems		Date of Disposal (DDITIL)		Select Option		Select Option		Select Option	opcony ii odici bi	pposar i icanoa osca		Option	9	cony ii otner Eraiaatta
00						Select Option	Select Option			Select Option				Option			
00							Select Option Select Option		Select Option	_							
89	ļ						Delect Option		Defect Uption		Select Option			Select	Option		
90					Accounting (	Officer to				i							
00						į.											
67	ZWL\$		-	US\$	-	0			ZWL\$	-	US\$	-	0		ZWL\$		-
68	ZWL\$		-	US\$		0			ZWL\$	-	US\$		0		ZWL\$		
69																	
_						_											
70						-									l I		
71						-											
72					<u> </u>										1		
73																	
-																	
74	Contractor Phy	ysical Address		Date Contrac	et Signed (DD/MM/YY)	Date Site	Availed to Contractor (DD/MM/Y	Y)	Date Contract Started (DD/MM/Y	7)	Initial Expected Completio	n Date (MM/DD/YY)	Project Location		Expense Categ	ory (Captal/O	lperational)
75					/			_		/						Select Op	otion
76	Enter co	prrectly the		_				/	[= · · · · · ·		Enter the	date the	Enter the loa	cation of the		Select Op	
77				Ent	ter the correct date				Enter correctly the		project is a	expected to			-	Select Op	
′′		tors physical			en the contract was		nter the correct date		the project started		finish		project e.g.			Jerect OF	NI OI I
78		as per contract			ned		when the site was availed						district or W	diu	į		
79	documer	nt		Sigi	7.00	t	to the contractor										
_																	
80																	
ا م	Contractor's P	Physical Address		Date Contrac	st Signed (DD/MM/YY)	Date Site	Availed to Contractor (DD/MM/Y	Y)	Date Contract Started (DD/MM/Y	n	Initial Expected Completio	on Date (MM/DD/YY)	Project Location		Expense Categ	ory (Capital/f	Operational
OΙ		.,					(2011)		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	•	, anguarra a ampietto		,		, and a steep		
82						1					1					Select Op	
83	· <u></u>					-		1	l						1	Select Op	otion
84																Select Op	otion
O.F									·		<u> </u>						
85							isposal Value Set by Disposal										
86	E	Evaluation Method		Specify if (	Other Evaluation Method Used		`ommittee/Fushustor per Unit		Evaluation Report on I	File	Quan	itity	Actual Dispo	sal Value per unit	Tot	al Value Rea	lised Z₩L\$
87		Select Option				1	-		Select Option						1		
88		Select Option				i			Select Option						i		
89		Select Option				+			Select Option						<u> </u>		
		Select Option							Select Option		1						

