**TEMPLATE TO GUIDE PROCURING ENTITIES (PEs) THAT OPERATE IN COMPETITIVE MARKETS OR COMMERCIAL BUSINESS UNITS WHEN APPLYING FOR EXEMPTION IN TERMS OF SECTION 3(7) OF THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS (PPDPA) ACT**

The application for exemption should comprise the following: -

1. **Brief Background of the PE e.g.**

* **XYZ P/L** is the largest service provider in Zimbabwe which offers innovative, affordable and friendly services that allow customers to talk, browse, share, and stay connected.
* **XYZ P/L operates in a competitive environment** require swift decisions in procurement in order to keep up with prevailing market forces whilst satisfying customer demands and enhancing their revenue generation to meet profit targets.
* **XYZ P/L** was requesting for exemption from following normal tender procedures, as follows: -

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **CATEGORY OF REQUIREMENT REQUIREMENT** | **PROPOSED PROCUREMENT METHOD** | **PROPOSED SUPPLIER REGISTERED WITH PRAZ** | **PROPOSED SUPPLIERS NOT REGISTERED WITH PRAZ** | **JUSTIFICATION FOR ENGAGING AN UNREGISTERERED COMPANY** |
| 1 | Trading Stock | State the preferred Procurement methods e.g Framework Agreements/RFQ/Restricted Bidding Method/Competitive Bidding Method | State category **e.g SS002** | State the name of Companies |  |
| 2 | Spares | Request For Quotations (RFQ) Method | State category **e.g G001** | State the name of Companies |  |

1. **State all the required exemptions**

We are hereby seeking the following exemptions e.g

1. Authority to adopt RFQs above the prescribed threshold
2. Authority to engage Unregistered suppliers
3. Authority to conclude tenders above the prescribed SPOC Threshold e.t.c
4. **State the PE is going to ensure accountability and uphold the objectives of Public Procurement**

The PE is going to ensure accountability and uphold the objectives of public procurement as follows: -

1. Update the Authority on walk-in suppliers which offer favorable terms

2. Conclude Highly Value tenders and report post facto with 30 days of conclusion.

3. Submit Quarterly/Monthly reports on procurements conducted

4. Ensure that Companies pay contract admin fees

5. Encourage the unregistered companies to register as soon as they are given meaningful business etc