

24 December 2025

PRAZ/B/15/4

Circular No. OPS/3 of 2025

TO ALL ACCOUNTING OFFICERS

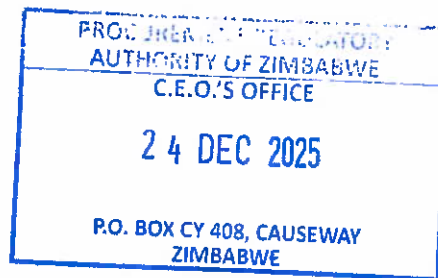
2026 REQUIREMENTS FOR APPLICATION TO CONDUCT PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS IN TERMS OF THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS (PPDPA) ACT [Chapter 22:23]

1. All Accounting Officers, in terms of section 14 of the PPDPA Act are responsible for public procurement and every Procuring Entity (PE) that conducts procurement is required to apply for authorisation to conduct procurement in order to be compliant with the provisions of section 15 of the same Act. Further to that, section 65 (2) of the PPDPA (General) Regulations requires the Accounting Officer to come up with a Disposal Plan.
2. Section 6 (e) & (f) of the PPDPA Act mandates the Procurement Regulatory Authority of Zimbabwe (the Authority) 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; and to enable the publication on the website documents that are required to be published by procuring entities.
3. The Authority wishes to advise that the templates for submission of applications to conduct procurement and disposal of public assets for the year 2026 have been modified to align to with market conditions. The modified templates can be accessed on the Authority's website www.praz.org.zw.
4. The Authority in view of the above and in terms of section 7 of the PPDPA Act hereby **directs** all Accounting Officer's to prepare and submit 2026 applications to conduct procurement and disposal of public assets as per the modified templates and attached requirements for authorisation to conduct procurement.
5. Procuring entities are encouraged to ensure that applications to conduct procurement and disposal of public assets and relevant attachments are uploaded on the eGP system link <https://egp.praz.org.zw> by 31 January 2026 to avoid inconveniences on procurement processes.



● 9th Floor, Pearl House, 61 Samora Machel Avenue
● P.O. Box CY 408 Causeway, Harare, Zimbabwe
● 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

Please be guided accordingly.



Dr. C. Ruswa
Chief Executive Officer
PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE

cc: Dr. M. Rushwaya
Chief Secretary to the President and Cabinet
OFFICE OF THE PRESIDENT AND CABINET

Mr. G. T. Guvamatanga
Permanent Secretary
**MINISTRY OF FINANCE, ECONOMIC DEVELOPMENT AND INVESTMENT
PROMOTION**

Mrs. M. T. Nyanda
Secretary in the Vice President Hon. Gen (Retd) Dr. C. G. D. N. Chiwenga's Office
OFFICE OF THE PRESIDENT AND CABINET

Mr. A. Choruma
Secretary for State Enterprises Reform, Corporate Governance and Procurement
OFFICE OF THE PRESIDENT AND CABINET