

PPADB CIRCULAR NO 6 of 2022

Ref: PPRA 3/1/1/1 (Temp)

5th October 2022

The Permanent Secretary to the President
All Permanent Secretaries
The Commander, Botswana Defence Force
The Commissioner, Botswana Police Service
Attorney General
Auditor General
The Registrar of the High Court
The President, Industrial Court
The Director General, Directorate on Intelligence and Security
The Director General, National Strategy Office
The Director General, National Strategy Office
The Director General, Directorate on Corruption and Economic Crime
The Ombudsman
Clerk of the National Assembly
The Secretary, Independent Electoral Commission
All District Commissioners
All Chief Executive Officers, Parastatals
All Land Board Secretaries
All Council Secretaries

Dear Sir / Madam

RE: PUBLIC PROCUREMENT REPORTING BY PROCURING ENTITIES

1. Kindly refer to the subject at caption
2. The Public Procurement Act (PP Act) of 2021, commenced on the 14th April 2022 consequently resulting in the repeal of the Public Procurement & Asset Disposal Act (PPAD Act) and the Local Authorities Procurement & Asset Disposal Act (LAPAD Act).
3. In terms of Section 41 (1) (h) of the PP Act, Accounting Officers are obliged to submit to the Public Procurement Regulatory Authority;
 - (i) an annual procurement plan;
 - (ii) a list of contracts awarded; and
 - (iii) copies of complaints and reports of the findings

4. It is in this regard that the Authority has developed an end to end Consolidated Procurement Reporting Tool and a Procurement Plan template that is to be used by all Procuring Entities when reporting to the Authority.
5. The Consolidated Procurement Reporting Tool shall be compiled and submitted to the Authority on a monthly basis, whilst the procurement plan is to be submitted at the beginning of every financial year.
6. In view of the above, all procuring entities are requested to submit their 2022/2023 procurement plans and statistics for awarded tenders and complaints for April 2022 – September 2022, through the Procurement Reporting Tool, by the 31st October 2022. Monthly reports should be submitted to the Authority five (5) days after month end.

Please be advised that the Reporting Tool and the Procurement Plan Template will be shared by the Public Procurement Regulatory Authority (PPRA) desk officers to the respective Procuring Entities and can also be accessed through the following website: www.ppadb.co.bw. Detailed instructions on the use of the Consolidated Procurement Report template are provided in the template.

7. The Procurement Regulatory Authority (PPRA) remains available to provide clarification and advice on the matter above.

Thank you.

Yours faithfully,



TUMELO MOTSUMI
ACTING CHIEF EXECUTIVE OFFICER

CC: The President, Public Procurement Tribunal