

# **The Public Procurement and Disposal of Public Assets Guidelines**

*Guidelines issued by the Public Procurement and Disposal of  
Public Assets Authority under Section 97 of the Public  
Procurement and Disposal of Public Assets Act No 1 of 2003;*

## **Details covered in this Guideline:**

<b>Guideline Subject:</b>	<b>Monthly Reports on Procurement and Disposal</b>
<b>Guideline Reference:</b>	<b>3/2004</b>
<b>Guideline Issue Date:</b>	<b>27<sup>th</sup> May 2005</b>
<b>Total number of pages</b>	<b>Two</b>

*Guidelines are distributed to all Accounting Officers who are responsible for distributing copies of this Guideline to at least the Chairpersons of the Contracts Committee and the Head of the Procurement and Disposal Unit of the Procuring and Disposing Entity.*

**Guideline Subject:     Monthly Reports on Procurement and Disposal**

In accordance with the Fifth Schedule of the Public Procurement and Disposal of Public Assets Regulations 2003, Procuring and Disposing Entities are required to submit monthly reports to the Authority. The details are given below:

**Monthly report on Procurement:**

A procuring and disposing entity shall submit its monthly report on procurement to the Authority by the 15<sup>th</sup> day of each month for the previous month using PP Form 200 and attaching PP Form 202 on the micro procurements. All parts of the Forms must be filled in by the Procuring and Disposing Entity and where it is not applicable, this should be stated.

Copies of minutes of the Contracts Committee should also be attached to the monthly report.

**Monthly Report on Micro Procurement:**

1. A Procuring and Disposing Entity shall submit its report on micro procurement to the Authority using Part 4 of PP Form 200 in the Ninth Schedule. This shall be as an attachment to PP Form 200.
2. The report on micro procurement shall be published on a procuring and disposing entity's notice Board on a monthly basis using PP Form 202 in the Ninth Schedule.

**Monthly report on Disposal:**

A procuring and disposing entity shall submit its monthly report on all disposal contracts awarded during the preceding month to the Authority using PP Form 201 in the Ninth Schedule. The report should be submitted by the 15<sup>th</sup> day of each month for the previous month.

Signed:

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Chairman of the Board of Directors                      Executive Director of the Authority  
Public Procurement and Disposal of Public Assets Authority