

PUBLIC PROCUREMENT REGULATORY AUTHORITY

Telephone No. +254 (020) 3244000,
2213106, 2213107
Fax: +254 (020) 2213105, 3244399, 3244277
e-mail: info@ppoa.go.ke;
complaints@ppoa.go.ke
website: www.ppoa.go.ke



National Bank Building, 11th Floor
Harambee Avenue
P.O BOX 58535-00200
NAIROBI
KENYA

MANDATORY REPORTING REQUIREMENTS BY PROCURING ENTITIES

Following the enactment and operationalization of the Public Procurement and Asset Disposal Act, 2015; the Authority has since developed and disseminated new reporting templates to all Public Entities; through PPRA Circular No. 01/2016 of 16th December, 2016.

This notice brings to the attention of all Public Entities involved in the procurement and disposal processes; the mandatory reporting requirements to this Authority as directed by the Public Procurement and Asset Disposal Act, 2015 (the Act) and the attendant Regulations.

The nature and timelines for submission of the mandatory reports are as follows:

NO.	Report Type/Name	Frequency of Submission	Deadline For Submission	Enabling Provision
A. Reports on General Procurement Transactions				
1	Terminations of Procurement and Asset Disposal Proceedings	As and when used/done	within 14 days of termination	Sec 63(2)
2	Direct procurements of a value exceeding Kshs. 500,000/=.	As and when used	within 14 days of notification of award	Regulation 62 of the Public Procurement and Disposal Regulations, 2006
3	Disposal of public asset(s) to employees	As and when used	14 days of the disposal	Regulation 93(2) of the Public Procurement and Disposal Regulations, 2006
4	Contract awards	Quarterly	Within 14 days after close of the quarter (i.e. by 14th day of the subsequent Quarter).	Sec. 138 (2)
5	Contract Amendment/Variation	As and when used/done	Quarterly	Sec. 139(5)
6	Report on seeking approval for use of Alternative Selection Method other than QCBS for Consultancy services	As and when PE intend to use the selection method	Prior to use/approval of the method	Sec. 124(15)
B. Report on Preferences and Reservation scheme				
7	Report on all contract awards where Preferences and Reservation schemes are applied	Quarterly	within 14 days after close of the quarter (i.e. by 14th day of the subsequent Quarter	Sec. 158(3)
8	Six (6) Months report on Preferences and Reservation of contracts awarded to Youth, Women and Persons with Disability.	Every six (6) months/biannual	Within 14 days after close of the half of the Financial Year (i.e. by January 14th and July 14th respectively).	Sec157 (12) & (13)
9	Part of Annual Procurement Plan demonstrating procurements set aside under the Preference and reservation scheme	Annually	Within sixty (60) days after commencement of the Financial Year i.e by 31st August.	Sec. 44(2)(I) & 158(2)

In order to comply with the aforementioned mandatory reporting requirements, Accounting Officers are required to submit the stated reports to the Authority in accordance with the format and timelines prescribed in the Act, attendant Regulations and relevant circulars.

Every County Executive Department should prepare the mandatory reports and submit to the County Treasury for consolidation and submission to the Authority as one report. The Clerk should prepare and submit the reports for the County Assembly.

Each report should be submitted both in soft and hard copy. Whilst the hard copy must be duly signed by the Authorized officer, the unsigned soft copy is acceptable and should be submitted in excel through the email address reports@ppoa.go.ke

Please note that the PPRA Circular No. 01/2016 supersedes all previous circulars on mandatory reporting requirements issued under the repealed Public Procurement and Disposal Act, 2005.

A summary of the required reports including the reporting templates numbered 1-16 can be accessed from our website www.ppoa.go.ke

It is imperative to note that failure to submit these mandatory reports amounts to non-compliance with the Public Procurement and Asset Disposal Act, 2015.

**M.J.O JUMA, MBS
DIRECTOR GENERAL**