

REF: PPRA/6/5 VOL. II (229)

12th August, 2025

PPRA CIRCULAR No. 04/2025

To: The Clerk of the Senate

The Clerk of the National Assembly

The Chief Registrar of the Judiciary

All Principal Secretaries and Accounting Officers of Ministries and State Departments

The Solicitor General

The Controller of Budget

All Commission Secretaries, Constitutional Commissions

All CEOs/Accounting Officers of State Corporations and SAGAs

All Vice Chancellors, Public Universities

All Ambassadors/ High Commissioners, Kenya Diplomatic Missions

All County Secretaries

All Clerks, County Assemblies

All County Executive Committee Members for Finance

All Accounting Officers, County Departments

All CEOs/Accounting Officers of County Corporations/Agencies

All Managing Directors, Public Water Companies

All Principals of Public Colleges, Polytechnics, Technical and Vocation Training Institutions

All Principals and Headmasters of Public Secondary & Primary Schools

All Trust Secretaries, Pension Funds for Public Entities

All Regional National Government Coordinators

All County Commissioners, County Service Delivery Coordination Units

All Fund Account Managers, National Government Constituency Development Funds

All County Coordinators, National Government Affirmative Action Funds

All Managers, City Boards and Municipalities

All Heads of Project Implementation Units/Offices

All Heads of Other Public Institutions

ENFORCEMENT OF COMPLIANCE WITH THE MANDATORY USE OF THE ELECTRONIC GOVERNMENT PROCUREMENT SYSTEM (E-GPS) BY ALL PUBLIC PROCURING ENTITIES

The Office of the President and the National Treasury vide circulars Ref: OP/CAB.6/2A and Ref: NT/PPD/1/3/14 Vol. VI dated 5th June, 2025 and 26th March, 2025 respectively communicated the transition and roll out of an End-

To-End Electronic Government Procurement System (E-GPS) for the Government of Kenya from 1st July, 2025.

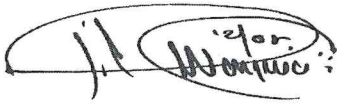
Further, vide Circular No. 02/2025 of 17th June, 2025 on Integration of the Public Procurement Information Portal with the E-GPS and Circular No. 03/2025 of 27th June, 2025 on Processing of Framework Agreements and Framework Contracts during the Transition to the Electronic Government Procurement System (**e-GPS**), PPRA provided critical guidance on the transition to the Electronic Government Procurement System (e-GPS). Additionally, vide Circular Ref: Ref: NT/PPD/1/3/14 TY. 3(68) dated 23rd July, 2025 the National Treasury, having considered the challenges raised by procuring entities, provided comprehensive guidelines to facilitate their transition to the E-GPS.

It has however come to the attention of the Authority that some procuring entities have continued to procure goods and services outside the E-GP platform while others have resulted to retroacting current procurement of goods and services by backdating procurement proceedings to pre- 30th June, 2025.

Consequently, the Authority reminds all Accounting Officers of the following:

1. That, any attempt to circumvent government directives constitute an offense and is subject to the penalties under the Public Procurement and Asset Disposal Act, Cap. 412C (the Act);
2. That, effective **1st July, 2025** all public procurement and asset disposal transactions should be conducted through the E-GPS, any procurements done outside the system and paid for shall be surcharged on the officer who authorized the transaction;
3. That, as communicated through PPRA Circular No. 02/2025, effective **1st July, 2025** all procurement opportunities are to processed through the E-GPS. As such, procuring entities are required to cease publishing new tender opportunities on the Public Procurement Information Portal (PIIP);
4. That, PPRA has a comprehensive record of all procurement proceedings uploaded to the PIIP by the close of the Financial Year 2024/2025. In this regard, we refer you to National Treasury Circular of 23rd July, 2025 cited above which guides that for existing contracts to be approved for payment, only those duly reported to PPRA in compliance with PPRA Circular No. 04/2022 dated 1st July, 2022 on Mandatory Reporting Requirements by Procuring Entities, shall be processed; and
5. That the Accounting Officer bears the duty and responsibility of safeguarding public resources and ensuring that all procurements are conducted in a manner that is fair, equitable, transparent, competitive, and cost-effective, in accordance with Article 227 of the Constitution of Kenya and in compliance with the Act and any directives and Circulars issued by the National Treasury and PPRA pursuant to Section 7 and 9 of the Act.

All Accounting Officers are required to note and bring the contents of this Circular to the attention of all officers involved in public procurement and asset disposal activities within their jurisdiction.



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