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PPOA CIRCULAR NO. 4/2011

20th April, 2011

To: All Accounting Officers
All CEOs, State Corporations
All Vice Chancellors, Public Universities
All Managers, Co-operative Societies
All Clerks, Local Authorities
All Principals, Public Colleges/Schools
All Chairpersons, CDF Committee's

**RE: INSTRUCTIONS ON PROVISION OF INFORMATION ON PUBLIC
PROCUREMENT BY PROCURING ENTITIES TO PPOA**

Section 101 of the Public Procurement and Disposal Act 2005 (the Act), requires every procuring entity to provide to the Public Procurement Oversight Authority (the Authority) with such information relating to procurement as the Director General may require in writing,

Such information is not only necessary in helping the Authority fulfill its oversight role, but accurate information is also critical for planning national development and initiating necessary reforms.

It is in recognition of the importance of the information submitted to the Director General that the Authority with the facilitation of USAID has developed Instructions on Provision of Information on Public Procurement by Procuring Entities to the PPOA (the Instructions).

The instructions have specified the information to be provided to the Authority and the format in which the information is to be submitted. The instructions have also recognized that where facilities exist within a procuring entity, the information may be submitted electronically.

The Instructions shall be used in conjunction with any other written instructions issued by the Authority on the type and format of information to be provided and any other requirements under the Act and the Public Procurement and Disposal Regulations, 2006.

You are requested to notify your procurement officers of these Instructions and to ensure adherence to the Instructions while submitting procurement information to the Authority.

Copies of the Instructions are herewith forwarded for your reference and further action.



M. J. O. JUMA
DIRECTOR GENERAL

Copy to:

Mr. Joseph K. Kinyua, C.B.S.

Permanent Secretary

Ministry of Finance

The Treasury

P.O. Box 30007

NAIROBI

Amb. Francis Muthaura, E.G.H.

Permanent Secretary, Secretary to the Cabinet &

Head of Public Service

Office of the President

Harambee House

NAIROBI

Hon. Amos Wako, E.G.H., E.B.S., SC, M.P.

Attorney General

State Law Office

Sheria House

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Mr. Antony S.M. Gatumbu

Controller & Auditor General

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