ESPPRA
ESWATINI PUBLIC PROCUREMENT REGULATORY AGENCY

www.sppra.co.sz info@sppra.co.sz +268 2404 7527

RHUS Office Park, Karl Grant Street
P. O. Box 9665
Mbabane, Eswatini

ESPPRA CIRCULAR NO.: 1/2025

ADDRESSED TO:	**ALL CONTROLLING OFFICERS AND CHIEF EXECUTIVE OFFICERS OF PROCURING AND REQUESTING ENTITIES**
SUBJECT:	**SUBMISSION OF REPORTS TO THE AGENCY IN TERMS SECTION 11 OF THE ACT AND REGULATION 29 OF THE REGULATIONS**
EFFECTIVE DATE:	**16 APRIL 2025**
STATUTORY REFERENCE:	**SECTION 66 AS READ WITH SECTION 11 OF THE PROCUREMENT ACT, 2011 AND REGULATION 29 OF PUBLIC PROCUREMNT REGULATIONS**

1. This Circular has been issued in terms of Section 66 as read with Section 11 of the Public Procurement Act, 2011 and in terms of Regulation 29 of the Public Procurement Regulations, 2020, which requires procuring and requesting entities to submit procurement plans, reports, data, and information pertaining to all procurement activities carried out by that entity.

2. In order to enable the Agency to carry out its monitoring and evaluation functions and to report on the performance and functioning of the public procurement system, procuring and requesting entities are hereby required to submit to the Agency:

    a) Copies of decisions concerning complaints or disputes in procurement proceedings, not later than fourteen days after the issue of such decisions;

b) Not later than fourteen (14) days after issuing the instruction to amend, alter or vary any procurement contract, submit a report to the Agency of any amendment, alteration or variation of a procurement contract giving details on the reasons, cost implication and approvals;

c) Annual procurement plans not later than thirty (30) days after their approval by the appropriate budget approving authority; and

d) Monthly and quarterly procurement implementation reports within thirty (30) days after the end of the respective month or quarter containing details of procurements undertaken during such reporting period. Such monthly and quarterly reports must be accompanied by a comparison of actual versus planned procurement. Any deviation from the procurement plan must be accompanied by a full explanation of the reasons for such deviation.

3. The attached templates should be populated fully, for the submission of all annual procurement plans, procurement reports and contract implementation reports to the Agency.

4. SPPRA Circular No. 2 of 2015 is hereby withdrawn and shall from today henceforth cease to operate.

5. All procuring and requesting entities are required to adhere to the above to facilitate the monitoring and compliance mandate of the Agency.

V. Matsebula

CHIEF EXECUTIVE OFFICER

ESWATINNI PUBLIC PROCUREMENT REGULATORY AGENCY

ESWATINI PUBLIC PROCUREMENT REGULATORY AGENCY
CEO'S OFFICE
15 APR 2025