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1	Entity	Zambia Public Procurement Authority													
2	Procurement Plan for year	2025													
3	Version	1													
4	Date Last Updated	03-01-2025													
5	Comments	Final													
6															
7															
8	Class	UNSPSC	Description	Ref No	Project Code	Unit of Measure	Quantity	Source of Funds	Prequalification (Y/N)	Procurement Method	Estimated dates			Comments	Type of Entry
9	goods	39121011	Procurement of Headsets for Compliance Department's DAAPS Committee members	APP025/25				GRZ	N	sb	10-01-2025		31-01-2025		
10	non consulting services	90110000	Procurement of Conference Facilities for staff for the benchmarking of new professional developments in various fields	APP003/25				GRZ	N	sb	10-01-2025		31-01-2025		
11	non consulting services	90110000	Procurement of Conference Facilities for 32 officers and a facilitator for the Compliance Department Annual Planning Retreat	APP003/25				GRZ	N	db	10-01-2025		24-01-2025		
12	non consulting services	90110000	Procurement of Conference facilities during the e-GP training of Pes in Lusaka Province	APP003/25				GRZ	N	sb	02-01-2025		23-01-2025		
13	non consulting services	90110000	Procurement of Conference facilities during the e-GP training of PEs in Luapula Province	APP003/25				GRZ	N	sb	03-02-2025		24-02-2025		
14	non consulting services	90110000	Procurement of Conference facilities during the e-GP training of PEs in Southern Province	APP003/25				GRZ	N	sb	10-02-2025		03-03-2025		
15	non consulting services	90110000	Procurement of Conference facilities during the e-GP training of PEs in Western Province	APP003/25				GRZ	N	sb	17-02-2025		10-03-2025		
16	non consulting services	90110000	Procurement of Conference facilities during the e-GP training of PEs in North Western Province	APP003/25				GRZ	N	sb	03-03-2025		25-03-2025		
17	goods	43211500	Procurement of hard drives	APP008/25				GRZ	N	db	08-01-2025		22-01-2025		
18	non consulting services	81112202	Procurement of Dropbox License	APP016/25				GRZ	N	sb	06-01-2025		27-01-2025		
19	non consulting services	81112202	Procurement of Uptime robot License	APP016/25				GRZ	N	db	06-01-2025		20-01-2025		
20	non consulting services	81112202	Procurement of Bulk SMS Service	APP016/25				GRZ	N	sb	06-01-2025		27-01-2025		
21	non consulting services	81112202	Renewal of Survey Monkey (Team Advantage) Annual license for data collection and research	APP016/25				GRZ	N	sb	10-02-2025		03-03-2025		
22	non consulting services	44111911	Procurement of White Boards for the Research and Advisory Services Pool office and for Manager - Research and Advisory Services	APP010/25				GRZ	N	db	13-01-2025		27-01-2025		
23	goods	43211500	Procurement of Projector for Research and Advisory Services	APP008/25				GRZ	N	sb	13-01-2025		03-02-2025		
24	non consulting services	90110000	Procurement of conference facilities during the sensitization of Pes and bidders on the Public Procurement Act No.8 of 2020 and Public Procurement Regulations of 2022 for Luapula Province	APP003/25				GRZ	N	sb	01-04-2025		14-04-2025		
25	non consulting services	82100000	Procurement of conference facilities during the sensitization of Pes and bidders on the Public Procurement Act No.8 of 2020 and Public Procurement Regulations of 2022 for Copperbelt Province	APP003/25				GRZ	N	sb	01-08-2025		18-08-2025		
26	non consulting services	90110000	Procurement of conference facilities during the sensitization of Pes and bidders on the Public Procurement Act No.8 of 2020 and Public Procurement Regulations of 2022 for Lusaka Province	APP003/25				GRZ	N	sb	03-11-2025		24-11-2025		
27	non consulting services	82100000	Procurement of services for the advertising of vacant positions for Job placement	APP005/25				GRZ	N	sb	15-01-2025		05-02-2025		

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28	non consulting services	90110000	Procurement of conference package during the review of Conditions of Service	APP003/25				GRZ	N	db	15-01-2025		14-02-2025		
29	non consulting services	90110000	Procurement of conference package during the review of Conditions of Service	APP003/25				GRZ	N	db	15-01-2025		14-02-2025		
30	non consulting services	90110000	Procurement of conference package during the review of Conditions of Service	APP003/25				GRZ	N	db	14-02-2025		14-03-2025		
31	goods	53100000	Procurement of a Matching Banner during Women's Day celebrations	APP006/25				GRZ	N	db	20-01-2025		03-02-2025		
32	goods	53100000	Procurement of Corporate Shirts during Women's Day celebrations	APP006/25				GRZ	N	db	20-01-2025		03-02-2025		
33	goods	53100000	Procurement of Corporate Shirts during African Public Service Day Celebrations	APP006/25				GRZ	N	db	01-05-2025		15-05-2025		
34	goods	53100000	Procurement of a Matching Banner during Labour Day Celebrations	APP006/25				GRZ	N	db	20-03-2025		15-04-2025		
35	goods	53100000	Procurement of Attires (Corp Shirts, Jeans and shoes) during Labour Day Celebrations	APP006/25				GRZ	N	db	20-03-2025		15-04-2025		
36	non consulting services	90110000	Procurement of outside catering services during in-house labour awards giving ceremony	APP003/25				GRZ	N	db	20-03-2025		15-04-2025		
37	goods	53100000	Procurement of Labour Day Shields and Certificates for awardees	APP006/25				GRZ	N	db	20-03-2025		15-04-2025		
38	goods	53100000	Procurement of Attire (tracksuits and shoes) during during team building activities	APP006/25				GRZ	N	sb	01-08-2025		25-08-2025		
39	non consulting services	82100000	Procurement of advertisement services for publication of procurement notices	APP005/25				GRZ	N	db	15-01-2025		29-01-2025		
40	non consulting services	84131601	Procurement of Group Life Assuarance	APP017/25				GRZ	N	sb	20-06-2025		15-07-2025		
41	non consulting services	84131601	Procurement of Group Personal Accident	APP017/25				GRZ	N	sb	20-03-2025		10-04-2025		
42	non consulting services	84131601	Procurement of Insurance Services for a Funeral Scheme	APP017/25				GRZ	N	sb	03-01-2025		24-01-2025		
43	goods	53100000	Procurement of Staff uniforms and shoes	APP006/25				GRZ	N	sb	03-01-2025		24-01-2025		
44	non consulting services	72102902	Procurement of waste collection services	APP018/25				GRZ	N	sb	03-01-2025		24-01-2025		
45	non consulting services	72102902	Procurement of plants and manure	APP018/25				GRZ	N	db	03-01-2025		17-01-2025		
46	non consulting services	92121504	Procurement of security services for the main office building, regional office and Ibex Hill house	APP009/25				GRZ	N	sb	31-07-2025		19-09-2025		
47	non consulting services	76110000	Procurement of Cleaning and Sanitary Services for the main office building, regional office and Ibex Hill house	APP009/25				GRZ	N	sb	31-07-2025		19-09-2025		
48	non consulting services	81101705	Procurement of maintenance and repair of Authority Generators	APP015/25				GRZ	N	sb	03-01-2025		24-01-2025		
49	non consulting services	70142011	Procurement of maintenance and repair of Refrigeration and Air Conditioners	APP015/25				GRZ	N	sb	03-01-2025		24-01-2025		
50	non consulting services	72000000	Procurement of maintenance of Office Building	APP023/25				GRZ	N	sb	03-01-2025		24-01-2025		
51	non consulting services	76110000	Procurement of services for Cleaning of Roof Services	APP009/25				GRZ	N	db	05-09-2025		19-09-2025		
52	non consulting services	81101704	Procurement of services for maintenance of Office Equipment	APP015/25				GRZ	N	sb	03-01-2025		24-01-2025		
53	non consulting services	84131501	Procurement of Office Building and Furniture, Equipment and Ibex Hill House Insurance	APP017/25				GRZ	N	sb	04-07-2025		29-07-2025		
54	non consulting services	81101705	Procurement of Newspapers	APP002/25				GRZ	N	sb	31-01-2025		21-02-2025		
55	goods	15000000	Procurement of fuel for two (2) Gensets	APP012/25				GRZ	N	sb	03-01-2025		24-01-2025		
56	non consulting services	78000000	Procurement of services for courier of mail	APP013/25				GRZ	N	db	31-01-2025		17-02-2025		
57	non consulting services	82100000	Procurement of advertisement for displaying ZPPA in 2025 Directory Publishers of Zambia	APP005/25				GRZ	N	db	03-01-2025		17-01-2025		
58	non consulting services	78180000	Procurement of Motor vehicle Maintenance	APP007/25				GRZ	N	sb	03-01-2025		24-01-2025		
59	non consulting services	84131503	Procurement of Motor Vehicle Insurance	APP017/25				GRZ	N	sb	03-01-2025		24-01-2025		
60	goods	15000000	Procurement of Fuel for Motor Vehicles	APP012/25				GRZ	N	sb	03-01-2025		24-01-2025		
61	goods	44120000	Procurement of Stationery and tonners	APP010/25				GRZ	N	sb	03-01-2025		24-01-2025		
62	goods	44120000	Procurement of refreshments for meetings	APP011/25				GRZ	N	sb	03-01-2025		24-01-2025		
63	goods	44120000	Procurement of Cleaning materials and Office staff groceries	APP011/25				GRZ	N	sb	03-01-2025		24-01-2025		

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64	goods	24121500	Procurement of ZPPA Subject Files	APP020/25				GRZ	N	sb	03-01-2025		24-01-2025		
65	goods	24121500	Procurement of Archival Boxes	APP020/25				GRZ	N	sb	03-01-2025		24-01-2025		
66	goods	73151900	Procurement of Staff Identity Cards	APP019/25				GRZ	N	db	03-01-2025		17-01-2025		
67	goods	73151900	Procurement of Staff Business Cards	APP019/25				GRZ	N	sb	03-01-2025		24-01-2025		
68	goods	44120000	Procurement of Hand Sanitiser for staff	APP011/25				GRZ	N	db	03-01-2025		17-01-2025		
69	goods	44120000	Procurement of Staff Face Masks	APP011/25				GRZ	N	db	03-01-2025		17-01-2025		
70	goods	56000000	Procurement of fuel level monitoring system for the office Generators	APP008/25				GRZ	N	sb	15-01-2025		05-02-2025		
71	non consulting services	81112100	Procurement of Internet Services at 100mbps	APP020/25				GRZ	N	db	13-01-2025		27-01-2025		
72	non consulting services	81112100	Procurement of Dark Fibre uplink services	APP020/25				GRZ	N	sb	06-01-2025		27-01-2025		
73	non consulting services	81112100	Procurement of Secondary Internet Connectivity	APP020/25				GRZ	N	sb	06-01-2025		27-01-2025		
74	non consulting services	43230000	Procurement of e-GP System Annual Maintenance and Technical Support services	APP025/25				GRZ	N	db	15-01-2025		29-01-2025		
75	non consulting services	81112202	Procurement of SolarWinds (Network Monitoring Tool) (license renewal)	APP016/25				GRZ	N	sb	03-03-2025		25-03-2025		
76	non consulting services	81112202	Procurement of MS Office 365 (license renewal)	APP016/25				GRZ	N	sb	13-01-2025		03-02-2025		
77	non consulting services	81112202	Procurement of VMWare V-Centre (Virtualization) - DR Site license (license renewal)	APP016/25				GRZ	N	sb	13-01-2025		03-02-2025		
78	non consulting services	81112202	Procurement of Wildcard SSL License (Multi-domain)	APP016/25				GRZ	N	sb	13-01-2025		03-02-2025		
79	non consulting services	81112202	Procurement of ICT ServiceDesk - ManageEngine	APP016/25				GRZ	N	sb	02-06-2025		23-06-2025		
80	non consulting services	81112202	Procurement of Anti-Virus (SOPHOS)	APP016/25				GRZ	N	sb	04-08-2025		25-08-2025		
81	non consulting services	81112202	Procurement of SAGE 300 - Finance/HR/Payroll	APP016/25				GRZ	N	sb	03-02-2025		24-02-2025		
82	non consulting services	81112202	Procurement of Distater Recovery Site Platform (Infratel)	APP016/25				GRZ	N	sb	06-01-2025		27-01-2025		
83	non consulting services	81112202	Procurement of TeamMate+ (Audit Software)	APP016/25				GRZ	N	sb	01-04-2025		24-04-2025		
84	non consulting services	81112202	Procurement of Fortigate Firewall License and Support	APP016/25				GRZ	N	sb	13-01-2025		03-02-2025		
85	non consulting services	81112202	Procurement of Asset Register for ICT Equipment	APP016/25				GRZ	N	sb	06-01-2025		27-01-2025		
86	non consulting services	81111812	Procurement of Data Analytics Support and Maintenance	APP025/25				GRZ	N	sb	13-01-2025		03-02-2025		
87	non consulting services	81111812	Procurement of Document Management System (license renewal)	APP016/25				GRZ	N	sb	06-01-2025		27-01-2025		
88	non consulting services	81111812	Procurement of Infratel 4TB Backup Service (license renewal)	APP016/25				GRZ	N	sb	13-01-2025		03-02-2025		
89	non consulting services	81111812	Procurement of UPS Maintenance on a one-year running contract	APP025/25				GRZ	N	sb	13-01-2025		03-02-2025		
90	non consulting services	81111812	Procurement of Server Maintenance bi-annually on a one-year contract	APP025/25				GRZ	N	sb	13-01-2025		03-02-2025		
91	non consulting services	81111812	Procurement of Cooling System Maintenance on a one-year running contract	APP025/25				GRZ	N	sb	13-01-2025		03-02-2025		
92	goods	81111812	Procurement of Fire Suppression System Maintenance on a one-year running contract	APP025/25				GRZ	N	db	02-06-2025		16-06-2025		
93	goods	81111812	Procurement of maintenance services for computers and Peripherals	APP025/25				GRZ	N	db	13-01-2025		27-01-2025		
94	goods	81111812	Procurement of CCTV Maintenance	APP025/25				GRZ	N	db	13-01-2025		27-01-2025		
95	non consulting services	81111812	Procurement of Biometric System Maintenance	APP025/25				GRZ	N	sb	01-06-2025		20-06-2025		
96	goods	39121011	Procurement of Network Switches (POE)	APP008/25				GRZ	N	sb	06-01-2025		27-01-2025		
97	goods	43211500	Procurement of Desktop Computers	APP008/25				GRZ	N	sb	06-01-2025		27-01-2025		
98	goods	43211500	Procurement of a Step Ladder	APP008/25				GRZ	N	db	06-01-2025		20-01-2025		
99	non consulting services	90110000	Procurement of training services for e-GP System Handover	APP003/25				GRZ	N	sb	01-04-2025		24-04-2025		
100	non consulting services	83110900	Production of radio programmes for airing on other radio stations	APP005/25				GRZ	N	sb	03-03-2025		25-03-2025		

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101	non consulting services	83110900	Procurement of services for airing produced programmes in Lusaka	APP005/25				GRZ	N	sb	03-03-2025		25-03-2025		
102	non consulting services	73151900	Procurement of Brochures, Annual Report and Bi-Annual Newsletters	APP024/25				GRZ	N	sb	03-02-2025		24-02-2025		
103	non consulting services	83110900	Procurement of services for publication of newspaper columns	APP005/25				GRZ	N	sb	13-01-2025		03-02-2025		
104	goods	73151900	Procurement of Diaries and Notebooks for 2026	APP024/25				GRZ	N	sb	01-04-2025		24-04-2025		
105	goods	14111601	Procurement of Corporate Board Hampers/Gifts	APP024/25				GRZ	N	sb	15-09-2025		04-10-2025		
106	non consulting services	80141900	Procurement of services for branding of the new office building and road side bill board	APP013/25				GRZ	N	sb	15-01-2025		05-02-2025		
107	goods	56000000	Procurement of Shields for Annual Public Procurement Awards	APP008/25				GRZ	N	db	15-09-2025		29-09-2025		
108	non consulting services	90110000	Procurement of outside catering services during the Annual Public Procurement Awards ceremony	APP003/25				GRZ	N	sb	01-10-2025		22-10-2025		
109	non consulting services	90110000	Procurement of accommodation services for members of staff nominated to represent Zambia Public Procurement Authority at the Zambia International Trade Fair as stand managers	APP003/25				GRZ	N	sb	15-01-2025		05-02-2025		
110	non consulting services	90110000	Procurement of accommodation services for the Zambia Public Procurement Authority Director-General and a Management and/or Board member	APP003/25				GRZ	N	db	15-01-2025		29-01-2025		
111	non consulting services	80141900	Procurement of services for branding and painting of the Zambia Public Procurement Authority ZITF stand and clearing surrounding grass and some minor plumbing works	APP013/25				GRZ	N	sb	14-03-2025		04-04-2025		
112	goods	53100000	Procurement of attire for members of staff nominated to represent Zambia Public Procurement Authority at the Zambia International Trade Fair as stand managers	APP006/25				GRZ	N	sb	14-03-2025		04-04-2025		
113	non consulting services	83110900	Procurement of Television services to cover the Zambia Public Procurement Authority activities during the ZITF	APP022/25				GRZ	N	sb	02-06-2025		16-06-2025		
114	non consulting services	83110900	Procurement of Radio services to cover the Zambia Public Procurement Authority activities during the ZITF	APP022/25				GRZ	N	sb	02-06-2025		16-06-2025		
115	non consulting services	80141900	Procurement of services for decorating the Zambia Public Procurement Authority stand at the ZITF	APP013/25				GRZ	N	db	12-05-2025		02-06-2025		
116	non consulting services	80141900	Procurement of courier services for transporting of chairs to the Zambia Public Procurement Authority ZITF stand in Ndola	APP013/25				GRZ	N	db	01-04-2025		15-04-2025		
117	non consulting services	80141900	Procurement of services for branding and painting of the Zambia Public Procurement Authority LACS stand and clearing surrounding grass and replacing stones	APP013/25				GRZ	N	sb	01-05-2025		22-05-2025		
118	non consulting services	83110900	Procurement of Television services to cover the Zambia Public Procurement Authority activities during the LACS	APP022/25				GRZ	N	sb	01-07-2025		14-07-2025		
119	non consulting services	83110900	Procurement of Radio services to cover the Zambia Public Procurement Authority activities during the LACS	APP022/25				GRZ	N	sb	01-07-2025		14-07-2025		
120	non consulting services	83110900	Procurement of services for decorating the Zambia Public Procurement Authority stand at the LACS	APP013/25				GRZ	N	db	01-07-2025		14-07-2025		

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121	goods	53100000	Procurement of attire for members of staff nominated to represent Zambia Public Procurement Authority at the Lusaka Commercial and Agriculture Show as stand managers	APP006/25				GRZ	N	sb	01-04-2025		24-04-2025		
122	non consulting services	90110000	Procurement of conference package during Corporate Governance training	APP003/25				GRZ	N	db	06-01-2025		31-03-2025		
123	non consulting services	90110000	Procurement of Conference Facilities during the orientation of new board members	APP003/25				GRZ	N	db	06-01-2025		31-12-2025		
124	non consulting services	90110000	Procurement of Conference Facilities for orientation of new board committee members	APP003/25				GRZ	N	db	06-01-2025		31-12-2025		
125	non consulting services	90110000	Procurement of conference services during the review of the Public Procurement Regulations	APP003/25				GRZ	N	sb	01-03-2025		31-12-2025		
126	non consulting services	90110000	Procurement of accomodation and conference services during Institutional budget preparation and consolidation for 2026	APP003/25				GRZ	N	sb	30-06-2025		23-07-2025		