



# DEPARTMENT OF TREASURY OFFICE OF THE SECRETARY



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7<sup>th</sup> January 2022

## CIRCULAR LETTER TO:

**All Provincial and District Administrators, Departmental Heads, Heads of Constitutional Offices and Heads of Statutory Authorities**

### **2022 National Procurement Implementation Plan**

#### **1. Purpose**

This Budget Circular advises National Departments, Statutory Authorities, Constitutional Offices and Provincial and District Administrations (**agencies**) of their responsibility to prepare and submit their National Procurement Implementation Plans in line with their planned activities and cash flow for the 2022 fiscal year. This is in accordance with the Public Finance Management (PFMA) Act 2016 and the Procurement Act 2018.

#### **2. Distribution**

To ensure the implementation of activities that require procurement, it is essential that 2022 Procurement Plans are forwarded to Treasury for cash flow planning. It is the responsibility of the Heads of budget agencies to ensure that relevant officers in their respective agencies, specifically the Program Managers, Finance Managers and Procurement Managers are provided with a copy of this Budget Circular in order for them to prepare and submit the Procurement Plans to the Departments of Treasury and Finance respectively.

#### **3. Threshold for Procurement**

In accordance with under Section 26A of the National Procurement Act (as amended) 2021 and Public Finance Management Act (as amended) 2018, all Public and Statutory bodies including Constitutional Offices who require procurement of goods, works and services worth above K1 million under both the recurrent and capital budgets are required to formulate and submit Procurement Plans to the Authority to Pre-Commit Committee for approval.

#### **4. Responsibilities of Heads of Agencies**

All agency heads are responsible for the delegation of tasks in compliance with this circular. Therefore responsible officers are required to prepare the Procurement Plans and submit to the Departments of Treasury and Finance no later than Friday the 21<sup>st</sup> of January, 2022. Agencies are required to submit a hard copy and an electronic copy of their procurement plans to the Authority to Pre-Commit Committee (APCC) Secretariat under the Department of Finance.

Templates for Procurement plans can be obtained from the APCC Secretariat, Level 2 of Vulupindi Haus, Department of Finance or contact Mr. Samson Metofa – First Assistant

Secretary – Financial Reporting & Compliance Division on [samson\\_metofa@finance.gov.pg](mailto:samson_metofa@finance.gov.pg) or Mr. Nelson Mukap on [nelson\\_mukap@finance.gov.pg](mailto:nelson_mukap@finance.gov.pg), or alternatively on 79986000 (ext. 8272)

For further information can be obtained from the GoPNG Procurement website; [www.procurement.gov.pg](http://www.procurement.gov.pg)

Any queries can be directed to the relevant Assistant Secretaries on the contact details provided below:

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