PUBLIC PROCUREMENT REGULATORY AUTHORITY

(PPRA)

GUIDELINE FOR GENERAL PROCUREMENT NOTICE (GPN) CHARGING FEE UNDER THE NATIONAL e-PROCUREMENT SYSTEM OF TANZANIA (NeST), 2025.

JANUARY, 2025

GUIDELINE FOR GENERAL PROCUREMENT NOTICE (GPN) CHARGING FEE UNDER THE NATIONAL e-PROCUREMENT SYSTEM OF TANZANIA (NeST), 2025

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ABBREVIATIONS AND ACRONYMS

Cap	Chapter of Laws of Tanzania
NeST	National e-Procurement System of Tanzania
PE	Public Procuring Entities
GPN	General Procurement Notice

DOCUMENT VERSION CONTROL

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Applicability	Procuring Entities, PPRA
Purpose	To guide PEs on the publication of the General Procurement Notice (GPN) and the charging, review, adjustment, and settlement of GPN fees through the National e-Procurement System of Tanzania (NeST).
It is part of	Public Procurement Guidelines
Related Documents	PPA, CAP 410, PPR, GN 518 of 2024,
Distribution	PPRA Board, PPRA Management, PEs, and Tenderers

Table of Contents

PART I: PRELIMINARIES		
1.	**Background**	1.1 Pursuant to Section 130 of the Public Procurement Act, Cap 410, the Public Procurement Regulatory Authority (PPRA) is mandated to issue Guidelines for the better carrying out of the objectives or any functions under the Act. 1.2 A procuring entity shall, within fourteen (14) days after the completion of the budgeting process, prepare and publish its annual procurement plan through the electronic public procurement system. 1.3 The PPRA shall collect fees and charges for services rendered as prescribed under these Guidelines.
2.	**Short Title**	2.1 These guidelines shall be cited as the "Guidelines for General Procurement Notice (GPN) Charging Fee under The National E-Procurement System of Tanzania (NeST), 2025.
3.	**Application of the Guideline**	3.1 These guidelines shall apply to; a) PEs when publishing a General Procurement Notice derived from their approved Annual Procurement Plans (APPs) using the NeST for each financial year. b) PPRA when setting charging, reviewing, adjusting, and settlement of GPN fees through the National e-Procurement System of Tanzania (NeST). 3.2 Where the interpretation of any provision of these Guidelines conveys a meaning contrary to the Public Procurement Act and its Regulations, the provisions of such Act and its Regulations shall prevail, and its interpretation shall be final and conclusive. 3.3 These Guidelines shall come into force from the date they are issued to the Public by the Authority.
4.	**Definition of Terms**	4.1 In these Guidelines, unless the context requires otherwise, - "**Authority**" means the Public Procurement Regulatory Authority.

		"National Electronic Procurement System of Tanzania" means a system developed, hosted and operated by the Authority to enable a procuring entity to carry out procurement and supply functions electronically; **"NeST"** means the National Electronic Procurement System of Tanzania; **"System"** means the National Electronic Procurement System of Tanzania; "**Procuring Entity**" means a public body and any other body, or unit established and mandated by the government to carry out public functions; "**Regulations**" means the Public Procurement Regulations, 2024 **"Post-Paid Billing"** refers to an arrangement where a PE is permitted to incur charges for NeST services and settle the total bill at a later date, as opposed to pre-paying for service. **"Credit Limit"** is the maximum amount of charges that PE is permitted to accumulate on its postpaid account before further services are suspended.
5.	**Purpose of the Guideline**	5.1 The general purpose of these Guidelines is:- a) to guide PEs on how to publish the General Procurement Notice (GPN) and settlement of GPN fees through the National e-Procurement System of Tanzania (NeST) b) to guide PPRA on setting of the charges, review, adjustment, and GPN fees through the National e-Procurement System of Tanzania (NeST)
6.	**Principles**	6.1 PEs, when publishing the General Procurement Notice, shall ensure that the Annual Procurement Plan submitted accurately reflects the approved budget and intended procurement activities. 6.2 Any misrepresentation or inconsistency between the Annual Procurement Plan, the GPN, and actual

		procurement activities shall constitute non-compliance and shall be subject to administrative and regulatory action in accordance with the applicable laws.
PART II: PUBLICATION OF THE GENERAL PROCUREMENT NOTICE (GPN)		
7.	**Publication of the General Procurement Notice (GPN)**	7.1 PE intending to procure goods, works or services shall prepare a general tender notice based on its annual procurement plan for the respective financial year, and the accounting officer shall publish it through the national electronic public procurement system (NeST) after obtaining approval from the budget approving authority. 7.2 The general tender notice shall indicate the name of the procuring entity, total estimated budget, tender number, tender descriptions, tender category, procurement method, and selection method, source of funds and contract nature. 7.3 The System shall record and maintain a comprehensive register of all tenders associated with the GPN for setting of charges, review, adjustment, and GPN fees.
PART III: MANAGEMENT OF GPN CHARGES.		
8.	**GPN Fees**	8.1 PEs intending to publish its GPN on the National electronic Procurement System shall pay annual Fees as prescribed below: - a) PE whose Procurement volume not exceeding Tshs 500,000,000/= shall pay Tshs 100,000/=; b) PE whose Procurement volume exceeding Tshs 500,000,000.00 but not exceeding Tshs 2,000,000,000 shall pay Tshs 300,000/=; c) PE whose Procurement volume exceeding Tshs 2,000,000,000.00 but not exceeding Tshs 5,000,000,000.00 shall pay Tshs 500,000/=; d) PE whose Procurement volume exceeding Tshs 5,000,000,000.00 but not exceeding Tshs 10,000,000,000/= shall pay Tshs 1,000,000/=;

		e) PE whose Procurement volume exceeding Tshs 10,000,000,000 but not exceeding Tshs 20,000,000,000 shall pay Tshs 1,500,000/=; f) PE whose Procurement volume exceeding Tshs 20,000,000,000 but not exceeding Tshs 50,000,000,000.00 shall pay Tshs 2,500,000/=; g) PE whose Procurement volume exceeds 50,000,000,000.00 shall pay Tshs 3,500,000/=.
9.	**System-Based Fee Charging**	9.1 Subject to sub-clause 7.1, the System shall capture and securely store the approved estimated GPN budget for the current financial year (Budget of current financial year) as derived from the Annual Procurement Plan prepared. i. For comparison and fee review, the estimated GPN budget published shall be retrieved and stored in the immediately preceding financial year (Budget of the Previous financial year) ii. Subject to sub-clause 9.2, at the time of publishing the GPN for the current financial year, the Budget of the Current financial year shall be compared with the budget of the previous financial year. iii. PE shall be notified where there is a difference between the budget of the previous financial year and the Budget of the Current financial year, and shall be required to review its budget of the current financial year. iv. Subject to sub-clause 9.4, where it is determined that the budget for the current financial year is less than the budget of the previous financial year, the GPN fee shall be calculated based on the budget of the previous financial year. v. Any excess GPN fee paid by the PE arising from the reduction of the estimated budget shall be refunded to the PE's designated wallet within the System.

		vi. Subject to sub-clause 9.4, where it is determined that the budget for the current financial year exceeds the budget of the previous financial year, the GPN fee shall be calculated based on the budget of the current financial year. vii. PE shall be required to pay the additional GPN fee required, and no procurement activity shall proceed unless the outstanding GPN fee has been fully settled viii. The System shall ensure that GPN fees charged are consistent with the actual scope and value of procurement activities planned.
10.	**Fees Payment and Settlement**	10.1 PEs shall pay GPN Fees through the NeST system using the following methods: a. Bank transfer to the PPRA designated account b. Electronic payment through NeST Wallet c. Other payment methods as specified by PPRA from time to time 10.2 Fees shall be paid annually in advance of publishing the GPN 10.3 The System shall generate an automated invoice for GPN Fees and send it to the PE's designated contact person 10.4 PE may appeal the fee determination in writing to PPRA within 14 days of receiving the invoice 10.5 PPRA shall respond to the appeals within 30 days of receipt 10.6 Failure to pay GPN may result in: i. Suspension of the PE's ability to publish new GPNs ii. Administrative penalties as specified in the Public Procurement Act

		iii. Other enforcement measures as deemed necessary by PPRA
11.	**Review of guidelines**	11.1 The Authority may review the Guidelines every three (3) years or as the need arises.