PUBLIC PROCUREMENT REGULATORY AUTHORITY

(PPRA)

GUIDELINES FOR CARRYING OUT EMERGENCY PROCUREMENT, 2026

JANUARY 2026

GUIDELINES FOR CARRYING OUT EMERGENCY PROCUREMENT, 2026

Approved by	**Title**	**Signature**	**Date**
Board of Directors	Director General		21st January 2026

Issued by:

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ABBREVIATIONS AND ACRONYMS

CAP	-	Chapter
G.N.	-	Government Notice
PE	-	Procuring Entity
MSD	-	Medical Stores Department
PMG	-	Paymaster General
PPA	-	Public Procurement Act, Cap 410
PPRA	-	Public Procurement Regulatory Authority
PPR	-	Public Procurement Regulation, G.N. 518 of 2024

DOCUMENT VERSION CONTROL

Name of the Document	Guidelines for Carrying out Emergency Procurement, 2026.
Version	1.0
Document Number	PPRA/PSCD/MPS/GUI/26/04
Nature of Document	External Guideline
Responsibility	Authority, Management, PE, Tenderer.
Developed by	Management
Approved by	Board, January 2026
Applicability	PPRA, Tenderers and PEs.
Purpose	To provide a clear framework that ensures public entities conduct emergency procurement efficiently and in accordance with public procurement laws while addressing emergency needs on time.
It is part of	Public Procurement Guidelines issued by PPRA.
Related Documents	PPA, CAP 410, PPR, GN 518 of 2024.
Official Repository	Office of the Director General
Distribution	Board, Management, PEs, and Tenderers.

REVISION HISTORY

Revision Number	Revision Date	Section/Part	Revision Description

PART I: INTRODUCTION	
1. Background	**1.1** The Public Procurement Regulatory Authority (PPRA), in accordance with Section 130 of the Public Procurement Act, Cap 410, is mandated to develop and issue guidelines for the effective implementation of the Act. **1.2** Pursuant to Regulation 75(2) of the Public Procurement Regulation, 2024, PPRA is required to issue guidelines stipulating the format for a report on emergency procurement to be prepared by the procuring entity upon completion of the procurement proceedings and submit to the Paymaster General, the Authority, the Controller and Auditor General and the Internal Auditor General. **1.3** The rationale of conducting emergency procurement is to enable public entities to respond effectively to compelling urgency for unforeseen situations that created a threat to life, health, welfare or safety of the public, whereby following normal procurement procedures would be impractical or cause unacceptable delays. **1.4** These Guidelines serve as a guidance tool for carrying out emergency procurement by procuring entities.
2. Short Title	**2.1** These Guidelines shall be cited as the Guidelines for Carrying out Emergency Procurement, 2026.
3. Application	**3.1** These Guidelines shall be applied to all PEs when carrying out emergency procurement.

4. Definitions	**4.1** In these Guidelines, unless the context requires otherwise, **"Accounting officer"** shall have the meaning ascribed to it under the PPA CAP 410. **''Authority''** means the Public Procurement Regulatory Authority. **"Emergency procurement"** means procurement of goods, works or services essentially to meet an emergency which cannot be done through the normal procurement process. **"Paymaster General"** has the meaning ascribed to it under the Public Finance Act. **"NeST"** Means National e-Procurement System of Tanzania **"Tender Board"** shall have the meaning ascribed to it under PPA CAP 410.
5. Purpose of the Guidelines	The purpose of these guidelines is to provide a clear framework that ensures public entities conduct emergency procurement efficiently and in accordance with public procurement laws while addressing emergency needs on time.
PART II: EMERGENCY PROCUREMENT PROCESS	
6. Determination of emergency procurement	The Accounting Officer of a procuring entity shall be responsible for determining emergency procurement, provided that public interest demands so.

7. Carrying out an emergency procurement	**7.1** Procuring Entities may carry out emergency procurement in any of the following circumstances: - a) When there is a compelling urgency that creates a threat to the life, health, welfare, or safety of the public. b) When the threat has been caused by a major natural disaster, epidemic, riot, war, fire, or such other reasons of similar nature. c) When the situation is so critical that, without emergency procurement, the Government or the organization would have suffered irreparable loss, or its properties or the health and safety of the public would have been threatened. d) When there is an urgent need for health commodities in health care centers.
8. Procurement process during emergencies	**8.1** The Accounting Officer shall evaluate the need for the emergency procurement and decide on the procurement method that guarantees effectiveness and efficiency; **8.2** A procuring entity with semi-autonomous zonal or regional offices must ensure that the officer in charge of the said office seeks and obtains approval of the accounting officer to carry out emergency procurement; **8.3** The procuring entity shall identify, specify, and prioritize immediate procurement activities to be carried out at the time of an emergency; **8.4** Where possible, the procuring entity may identify other public institutions that can provide immediate assistance; **8.5** The procuring entity shall specify the timeframe within which the emergency procurement will be undertaken;

9. Procurement methods during the emergency procurement	**9.1** In the event of carrying out emergency procurement, the conditions relating to procurement limits, methods, tender processing periods, and advertisement may be waived except for the conditions relating to tender evaluation and obtaining approval of the accounting officer; **9.2** During the emergency procurement, the following may be conducted: - a) the accounting officer may decide on the method of procurement, regardless of procurement limits or thresholds as prescribed in the 9th and 15th schedules of PPR; b) Accounting officer may use single source, direct contracting, or any other method deemed fit to shorten the procurement process rather than as prescribed in the 6th and 7th schedules of PPR; c) the procurement process may be done in a shorter period than as prescribed in the 10th and 11th schedules of PPR; and d) The requirement for tender advertisement through NeST may be waived.

10. Emergency procurement process for health commodities.	**10.1** Subject to sub-clause 5 of these guidelines, where emergency procurement of any health commodity is required: - a) Health Facilities shall submit a request to the Medical Stores Department (MSD) for commodities or services that are needed under emergency, using the standard certificate of emergency provided in **Appendix III**; b) MSD shall specify the commodities required, time frame, and the place of delivery of the commodities to be procured under emergency; c) MSD may procure commodities through a single-source method or directly from the manufacturer, dealer, or wholesaler; d) the invited tenderer shall submit a quotation specifying the price, quantity of commodities available, and the time frame of delivery; e) the evaluation of the quotation and award of a procurement contract to the tenderer shall be based on the price, quantity of commodities available, and the time frame of delivery; and f) MSD may award a contract to more than one tenderer based on the prevailing emergency needs.
11. Prohibition	**11.1** Emergency procurement shall not apply: a) Where goods or services fall under a common procurement arrangement; or b) Where a specific event was anticipated or planned.

12. Application process for retrospective approval to the Pay Master General	**12.1** Accounting officer shall submit an application for retrospective approval to the Paymaster General within fourteen (14) working days from the date of issuance of the signed contract;
	12.2 A tender board shall not grant retrospective approval for emergency procurement;
	12.3 The accounting officer shall state the reasons in his application that prevent him from applying the normal procurement process;
	12.4 The Accounting Officer shall attach to his application all documents related to the emergency procurement process, as listed in **Appendix I** of these Guidelines.
	12.5 The Accounting Officer may request extension of the time limit provided in Sub Clause 12.1 by providing justification to the Paymaster General, who upon satisfaction, may extend the time limit.

	12.6 The PMG shall dismiss an application which is: (i) submitted out of the prescribed time or extended time limit if granted; or (ii) submitted without complying with the provisions of the procurement law that provide for procedures for seeking retrospective approval from the PMG. For example: (a) Where emergency procurement is not genuine, but procedures for carrying out emergency procurement were followed; (b) Where emergency procurement is genuine but procedures for conducting emergency procurement were violated; (c) Where procedures for applying for retrospective approval to the Paymaster General were violated.

13. Submission of report on Emergency Procurement	**13.1** The Accounting Officer shall prepare and submit a report on emergency procurement to the Paymaster General, the Authority, the Controller and Auditor General, and the Internal Auditor General within 14 working days after completion of a procurement process and closure of the procurement contract. **13.2** The Accounting officer shall attach to the report all the documents related to the execution of the contract; **13.3** The report shall be in a format prescribed in **Appendix II** of these Guidelines.
14. Monitoring of emergency procurement within the procuring entity	**14.1** The internal audit unit of each procuring entity shall prepare and submit to the accounting officer a quarterly audit report, which shall include a report on compliance with these Guidelines for all emergency procurement undertaken; **14.2** The accounting officer shall, within fourteen days after receiving the report under sub clause 14.1, submit a copy of such report to the Authority.
15. Liability of accounting officer	**15.1** The accounting officer shall be liable to disciplinary action where it is proved that:- (a) has engaged in unnecessary or extravagant procurement; or (b) The procurement has been undertaken due to a lack of foresight or timely action; and (c)In addition to any other penalty imposed, be required to pay the difference between the actual cost of the procurement and what the costs would have been through the appropriate channel. **15.2** The award of a contract made by an accounting officer and not approved retrospectively shall be valid, and the accounting officer who approved the award shall be liable to disciplinary actions above.

16. Repeal of Previous Guidelines	The Guidelines for Carrying out Emergency Procurement, of 2017 are hereby repealed and replaced with these Guidelines.
17. Review of Guidelines	These Guidelines shall be reviewed every three years or may be amended from time to time as needed.

APPENDIX I

LISTS OF DOCUMENTS TO SUPPORT APPLICATION FOR RETROSPECTIVE APPROVAL

Documents to support the application for retrospective approval shall be those used in the emergency procurement, which may include, but are not limited to:-

1. Evidence showing that the accounting officer determined that emergency procurement was carried out for public interest, and the determination of the preferred procurement method;

2. Published Tendering Document;

3. Proposals submitted by Tenderers;

4. Records of tender opening;

5. Tender evaluation report;

6. Notification of intention to award a contract;

7. An award letter (letter of acceptance); and

8. Signed Contract.

APPENDIX II

REPORT FORMAT ON EMERGENCY PROCUREMENT

PURSUANT TO REGULATION 75 (2) OF G.N. N o. 518 OF 2024

Name of the Procuring Entity…………….. Tender No……………………..

Procuring Entity Code No………………… Financial Year…………………

Type of Procurement (Goods, Services or Works) ……………………………………..

REQUIRED INFORMATION		
1.	List/brief description of goods/services/works procured	
2.	Indicate the date/month/year in which the emergency procurement was conducted.	
3.	Indicate the contract amount in TZS or other currency that was committed in the process of procurement.	
4.	Indicate the actual amount in TZS that was paid to the Suppliers/service providers/contractors.	
5.	Indicate the means used for payment (cash/cheque/letter of credit, etc.)	
6.	State the reasons for doing emergency procurement.	

7.	Indicate the estimated cost that might have been incurred if the procurement had been processed in a normal procurement process.	
8.	Indicate the excess amount/ difference in amount for not using the normal procurement process.	
9.	Indicate a list of Supplier (s), service providers, or contractors who were engaged in providing the said goods, services, or works.	
10.	Indicate the method (s) of procurement used, e.g., single source/ direct contracting, etc.	
11.	Indicate the status of the retrospective decision (whether approved or rejected, if rejected, provide the reasons for rejection)	
12.	Date of Retrospective Decision	
13.	Disciplinary actions proposed by the PMG (if any)	

Documents Attached: (list any other documents attached)

1. Retrospective decision from PMG
2. Documents used in the Procurement Process (as listed in Appendix I)

The information contained in this form and the attached documents is complete, true, and accurate, and in accordance with the Public Procurement Act (CAP 410) and its Regulations.

Accounting Officer:

Name:…………………………………………………………………….

Signature:……………………………………………………………..

Date:………………………………………………………………………

APPENDIX III

CERTIFICATE OF EMERGENCY PROCUREMENT

(Issued under the regulation 134(7) of Public Regulations)

1. Health Facility: …………………………………………………..
2. Department/Unit: …………………………………………………..
3. Reference Number:…………………………………………………..
4. Description of the Emergency:

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5. Nature of Emergency (Tick as appropriate):

   ☐ Outbreak of disease or epidemic

   ☐ Breakdown of essential medical equipment

   ☐ Urgent public health intervention

   ☐ Natural disaster

   ☐ Security or safety risk

   ☐ Other (specify): …………………………………………………..

6. Reason for Emergency Procurement:

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7. Details of Commodities/Services Required under Emergency:

No.	Description of Goods/Services	Unit of Measure	Quantity	Unit Price (TZS)	Total Price (TZS)	Proposed Supplier	Remarks

Estimated Total Value (TZS): ……

8. Proposed Procurement Method:

☐ Direct Procurement

☐ Restricted Tendering

☐ Request for Quotations

9. Justification for Procurement Method:
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10. Confirmation:

I hereby certify that:

- The above-described situation constitutes a genuine emergency as defined under Section 82 of the Public Procurement Act and its Regulations;
- The procurement of the listed commodities/services is necessary to respond immediately to the emergency.
- The proposed prices are fair and reasonable under the circumstances; and
- All relevant records will be maintained and submitted to the Authority for review.

Prepared by:

Name:

………………………………………………………..………………………………………

Designation: ……………………..……………

Signature: ……………………..………………

Date: ……………………..……………………

Reviewed and recommended by (Head of PMU):

Name: ……………………..………………………………………………………

Signature: ……………………..…………………………………………………

Date: ……………………..………………………………………………………

Approved by (Accounting Officer):

Name: ……………………...……………………………………………….

Signature: ……………………...…………………………………………

Date: ……………………...………………………………………………

(Official Stamp)

Notes:

1. This certificate must be attached to all supporting documents for emergency procurement.
2. A copy shall be submitted to the Public Procurement Regulatory Authority (PPRA) within seven (7) days for record and post-review.
3. The Accounting Officer remains accountable for ensuring transparency, value for money, and proper documentation.