

**MINISTRY OF FINANCE
PROCUREMENT POLICY OFFICE**

Circular No. 8 of 2026

From: Director, Procurement Policy Office

To: Heads of Public Bodies

Return on Procurement Activities (ROPA)

The purpose of this Circular is to remind public bodies of their obligation to submit the **Return on Procurement Activities (ROPA)** pursuant to Section 7(d) of the Public Procurement Act (PPA).

2. The Procurement Policy Office has been informed that some public bodies are experiencing difficulties in submitting their returns through the prescribed electronic platform. In order to facilitate compliance, public bodies facing such difficulties are exceptionally requested to submit their ROPA by email using the prescribed Excel template annexed to this Circular.
3. The duly completed Excel template should be submitted electronically to **pposecretariat@govmu.org** as soon as possible and no later than **30 October 2026**.
4. Public bodies are reminded that the information collected through the ROPA is essential for the compilation of procurement statistics and analytical reports prepared by this Office. These data are also relied upon by other Government institutions and international agencies for policy development, monitoring, reporting and statistical analysis.
5. Attention is drawn to Section 7A(2) of the Public Procurement Act, which provides that failure to comply with a request for information from the Procurement Policy Office constitutes an offence.
6. Heads of Public Bodies are therefore requested to ensure that the contents of this Circular are brought to the attention of all officers concerned and that the required return is submitted within the specified deadline. Public bodies with no procurement activities during the reporting period are also required to submit a **nil return**.

Your cooperation in this matter is highly appreciated.

**Procurement Policy Office
07 October 2026**