



MINISTRY OF FINANCE, ECONOMIC PLANNING AND DEVELOPMENT  
**Procurement Policy Office**

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*In reply please quote: F/PPO/4/1/Vol 13*

**Circular No. 08 of 2023**

**From: Procurement Policy Office**

**To: Heads of Public Bodies**

**Return on Procurement Activities (ROPA)**

The purpose of this circular is to reiterate the request made to public bodies pursuant to Section 7A of the Public Procurement Act 2006. The Procurement Policy Office is required, inter-alia “to collect from the Board, the Review Panel and Public Bodies information on procurement activities and monitor their compliance with the Act” and thereafter include same in its annual report to be presented to the Minister regarding the overall functioning of the procurement system.

2. Pursuant to Circular 11 of 2021, public bodies are required to submit ROPA on half yearly basis as follows:
  - a) 01 January to 30 June, to be submitted by 15 July at latest; and
  - b) 01 July to 31 December to be submitted by 15 January at latest.
3. This office has noted with concern that your ministry has not yet submitted the ROPA as mentioned in circular above. You are requested to urgently bring the content of this circular to the attention of all officers concerned and the relevant public/statutory bodies falling under the aegis of your Ministry and to ensure compliance thereto.
4. You are hereby required to submit the said return by email on [ppocompliance@govmu.org](mailto:ppocompliance@govmu.org) as per the annexed template by close of business on **Friday 10 November 2023 at latest.**
5. We are thankful to those public bodies who have already submitted their returns.
6. A nil return is also to be submitted for that purpose.

**Procurement Policy Office**  
**03 November 2023**

