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*All correspondences should be addressed to **The Secretary for Health and Child Care***



**MINISTRY OF HEALTH AND  
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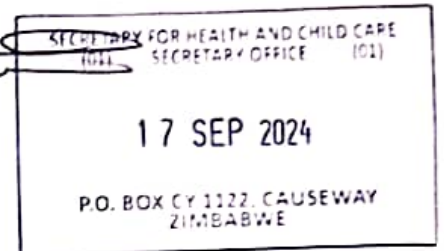
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**MEMORANDUM**

To : Chief Directors  
Directors  
Deputy Directors  
Programme Coordination Unit - Coordinator  
Programme Officers

From : Dr A.J.V Maunganidze  
Secretary of Health and Child Care

Date : 17 September 2024



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**REQUEST FOR SUBMISSION OF DEPARTMENTAL ANNUAL PROCUREMENT PLANS FOR THE YEAR 2025**

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Reference is made to the above subject matter.

In preparation of 2025 financial year procurements, all heads of Departments are requested to submit their departmental annual procurement plans for the year 2025 to Procurement for consolidation. Departmental Annual Procurement plans should be informed by realistic budgets from the current year expenditures as Ministries shall be measured on utilisation of their Annual Procurement Plans going forward.

The deadline for submission of departmental Annual Procurement Plans is the 30 October 2024. The submissions shall be soft copies in excel format as per the attached PRAZ template. Kindly submit your departmental annual procurement plants to the following email address: [tonderachabata@gmail.com](mailto:tonderachabata@gmail.com) and or [ndombop1@gmail.com](mailto:ndombop1@gmail.com)

Regards.