

REPUBLIC OF RWANDA



**RWANDA PUBLIC PROCUREMENT AUTHORITY (RPPA)**

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18 AUG 2020

Kigali on .....  
010/2020/2021-0267 /RPPA

**The Chief Budget Manager (All)**

Dear Sir/Madam

**Subject: Request to report payment of invoices using “tracking payment template”**

Reference is made to the section 6 of the law **N° 62/2018 of 25/08/2018** governing public procurement regarding the payments;

Reference is made to the article 70 of Ministerial Order **N° 002/20/10/TC of 19/05/2020** establishing regulations on public procurement which states that **“Payment of invoice is made within forty-five (45) days from the date the bidder submitted it”**. Failure to pay the invoice in the prescribed period, the procuring entity notifies the bidder in writing the grounds of not paying the invoice on time and gives copy to Rwanda Public Procurement Authority.

Reference is also made to the article 185 of the law **N° 62/2018 of 25/08/2018** governing public procurement which states that “Subject to the provisions of this Law and other laws governing employees, any employee of a procuring entity who is somewhat linked to public procurement is suspended from job for three (3) months without salary when:

2° he/she refuses or delays to pay services in accordance with the provisions of this Law, without reasonable grounds;

RPPA informs all public procuring entities the following:

1. All public procuring entities shall comply to the above provisions of public procurement law and regulations;
2. The template of tracking payment has changed to include the reasons of failure to pay the invoices on time.

This letter reminds all public procuring entities to report on monthly basis the progress of payment using the template of tracking payment and to submit, not later than 30/8/2020, the report on invoices for the financial year 2019/2020. The latter shall include all tenders awarded both offline and through e- procurement system "Umucyo system".

The new template of tracking payment is attached hereto for your kind consideration.

Yours Sincerely,



**UWINGENEYE Joyeuse**

**Director General**

**cc:**

- Honorable Minister of Finance and Economic Planning
- Head of Public Institutions (All)

**Payment tracking template**

**Procuring Entity:**

**Month and year (FY) of report:**

Reference number of the contract	Title/description of the contract	TIN of the contractor/supplier/consultant	Name of the contractor/supplier/consultant	Total contract amount	Total contract amount already paid	Remaining contract amount to be paid	All received invoices (either paid or not paid)				Reason for not paying on time (where applicable)	
							Invoice number	Invoice amount	Reception date	Date of payment		
							Invoice no 1					
							Invoice no 2					
							Invoice no 3					
							Etc.					
							Invoice no 1					
							Invoice no 2					
							Invoice no 3					
							Etc.					

**NB:**

- This format shall be used to report both monthly payment progress report for the new financial year (eg. 2020/2021) and annual payment report of the ending FY (eg. 2019/2020) and shall include only tenders whose contracts have been signed