

THE COMMISSION ON ADMINISTRATIVE JUSTICE
(Office of the Ombudsman)



Hata Mnyonge ana Haki

OUR REF: CAJ/ADM/24/VOL.V(18)

24th February, 2026

To: Esteemed Suppliers

RE: IMPLEMENTATION OF LEGAL NOTICE NO. 206: THE PUBLIC PROCUREMENT CAPACITY BUILDING LEVY ORDER, 2023.

The Commission on Administrative Justice, as a Procuring Entity, hereby informs you that the Cabinet Secretary for the National Treasury and Economic Planning, pursuant to Sections 24(5)(d) and 180 of the Public Procurement and Asset Disposal Act, issued the Public Procurement Capacity Building Levy (CBL) Order, 2023.

The objective of the Levy is to generate funds for capacity development of stakeholders involved in public procurement and asset disposal processes through mentoring, training, and provision of technical assistance.

In accordance with Section 3(1) of the Levy Order, 2023, a levy of (0.03%) of the value of every signed procurement contract, exclusive of applicable taxes, shall be payable by the supplier.

Please note the following key provisions regarding the implementation of the Levy Order, 2023:

1. The Levy Order came into effect on 1st September, 2024.
2. The Levy applies to all contracts signed pursuant to procurement proceedings initiated on or after 1st September, 2024.
3. The Levy shall also apply to all contract extensions, renewals, and/or variations effected from 1st September, 2024.
4. The Levy further applies to long-term (term) contracts where Local Service Orders (LSOs) or Local Purchase Orders (LPOs) are issued periodically as orders are placed.

All suppliers to the Commission are therefore advised to take note of the applicability of the Levy Order, 2023, as issued under Legal Notice No. 206, and to factor the levy into their pricing when submitting procurement bids to the Commission.

Additionally, all invoices arising from LSOs or LPOs issued from the date of this letter must clearly indicate the 0.03% levy as a separate line item, calculated on the value of the signed contract or order, exclusive of applicable taxes.

As a public entity, the Commission is obligated to comply with and implement all applicable policies, directives, and legal notices issued by the relevant authorities.

We appreciate your cooperation and look forward to our continued and mutually beneficial working relationship.



D. M. KAROMO

Ag. COMMISSION SECRETARY/CEO