



Jireh Bible House
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Lilongwe
MALAWI

Public Procurement and Disposal of Assets Authority

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SECTION 54 OF THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS ACT, (PPD ACT) 2017

SUPPLIER REGISTRATION FORM

A BUSINESS DETAILS

- 1 Name of business/company : _____
- 2 Postal Address : _____

- 3 Physical Address : _____

- 4 Contact Persons Maximum of 3 : _____

- 5 Tel/Cell Phone Numbers : _____

- 6 E-mail Address : _____
- 7 Names of Shareholders : _____

- 8 Names of beneficial owners: : _____

9. Registrar General's Certificate number : _____
10. MRA TPIN : _____
11. Number of Employees : _____
12. Bank Account details for the business (provide details for the bank account through which your business gets payment from Government)
- (a) Name of Bank : _____
- (b) Name of Branch : _____
- (c) Account Name : _____
- (d) Account Number : _____
- (e) Account Type : _____

B. GENERAL INSTRUCTION

Each supplier is free to apply for any category and a supplier registered in one category cannot bid for procurement contract in a higher category unless an application for category upgrade has been made for the new category.

A supplier can be registered as a supplier of Goods or Services separately. Thus, a supplier who wants to apply for both goods and services will pay for both according to the category chosen.

C. GOODS SUPPLIERS

CATEGORY	VALUE OF PROCUREMENT CONTRACT	REGISTRATION FEES (MK)
1	Up to MK10 million	10, 000.00
2	Above MK10 million – MK30 million	20, 000.00
3	Above MK30 million – MK80 million	30, 000.00
4	Above MK80 million – MK100 million	60, 000.00
5	Above MK100 million – MK500 million	100, 000.00
6	Above MK500 million – MK1 billion	200, 000.00
7	Above MK1 billion	500, 000.00

D. LIST OF GOODS

A supplier is free to tick unlimited goods.

1. Office equipment
2. Farm implements
3. Plant and motor vehicle spares

4. Laboratory & hospital equipment
5. Tools and hardware
6. Office consumables
7. Plumbing materials
8. Telecommunications equipment
9. Textile products

If the category of your goods is not listed above, please indicate your preference below (not more than 4)

10. _____
11. _____

E. SERVICES SUPPLIERS

CATEGORY	VALUE OF PROCUREMENT CONTRACT	REGISTRATION FEES (MK)
1	Up to MK10 million	10, 000.00
2	Above MK10 million – MK30 million	20, 000.00
3	Above MK30 million – MK80 million	30, 000.00
4	Above MK80 million – MK100 million	60, 000.00
5	Above MK100 million – MK500 million	100, 000.00
6	Above MK500 million – MK1 billion	200, 000.00
7	Above MK1 billion	500, 000.00

F. LIST OF SERVICES

A supplier is free to tick unlimited services.

1. Maintenance of motor vehicles
2. Maintenance of office equipment, refrigeration & air-conditioning
3. Cleaning services
4. Plumbing services
5. Transport services
6. Travel agency
7. Consultancy
8. Provision of security services
9. Servicing of firefighting equipment

If the category of your service is not listed above, please indicate your preference below (not more than 4)

10. _____
11. _____

G. BANK ACCOUNT DETAILS FOR THE PUBLIC PROCUREMENT AND DISPOSAL OF ASSETS AUTHORITY

Registration Fees should be deposited into the following Bank Account and a copy of the Bank Deposit Slip must be attached and submitted together with completed Application Forms as indicated in section H. A receipt will be issued together with the Certificate.

Name of Bank : National Bank of Malawi
Name of Branch : Capital City
Account Name : Public Procurement and Disposal of Assets Authority
Account Number: 000 100 562 4416
Account Type : Current Account

H. DOCUMENTS TO BE ATTACHED: -

- a) Copy of Business Registration Certificate or Certificate of Incorporation
- b) Copy of MRA TPIN Certificate
- c) An original copy of the General Receipt or original copy of Bank Deposit Slip
- d) Copy of MRA Tax Clearance Certificate
- e) Copy of the previous PPDA Registration Certificate (for suppliers renewing their PPDA registration)
- f) Copy of MSME Certificate (for suppliers renewing their PPDA registration if registered with Ministry of Trade and Industry).

I. SUBMISSION OF APPLICATIONS

Completed Application Forms in sealed envelopes duly indicated in bold on top "REGISTRATION OF SUPPLIERS" shall be submitted to the address below: -

**The Director General,
Public Procurement and Disposal of Assets Authority,
The Jireh Bible House, Area 3, Off Colby Road,
Private Bag 383,
Capital City,
Lilongwe 3.**

OR

Submit your application through our e-Services by sending your application form and all attachments to SupplierRegistration@ppda.mw and e-Services@ppda.mw

IMPORTANT

Step 1: Scan the Registration Form and all the attachments as ONE FILE

Step 2: Name the File with the Business/Company Name and Save

Step 3: Upload as an attachment to your email and send to
SupplierRegistration@ppda.mw and e-Services@ppda.mw

Certificate will be sent to your email address as no hard copies will be printed. Therefore, make sure you provide an email address or a telephone number which is on social media platform through which the certificate could be sent through.

J. VALIDITY

The certificate to be issued by the PPDA shall be valid for one (1) year and shall expire exactly twelve (12) months from the date of registration.

K. NOTE

All applications that do not contain the required information will not be processed. PPDA reserves the right to check and verify information applicants have provided from any source in order to make an informed decision on the applications.