



ACCESS TO INFORMATION MANUAL

2025



PPDA
Public Procurement &
Disposal of Assets Authority

PREAMBLE

The Public Procurement and Disposal of Assets Authority (PPDA) is pleased to present this Access to (ATI) Manual in accordance with the provisions of the Access to Information Act of 2022. This manual is prepared to ensure compliance with the law and to provide clear guidance on how the public can and is able to access information held by the Authority. It demonstrates PPDA's commitment to transparency, accountability, and good governance in the management of public procurement processes.

PPDA recognizes that access to timely and accurate information is essential for promoting public trust and confidence in the Public Procurement system. By making this information readily available, the Authority empowers citizens, civil society, the private sector, and other stakeholders to participate meaningfully in monitoring and oversight of public resources.

This manual outlines the procedures, roles, and responsibilities to facilitate access while safeguarding sensitive information in line with the law. This initiative underscores PPDA's dedication to openness and responsiveness. Through this manual, PPDA continues to strengthen a culture of transparency and public engagement in line with national legislation and international best practices.



PPDA

Public Procurement & Disposal of Assets Authority

Mandated by PPDA Act No 7 of 2025 to
monitor, regulate and oversee public
procurement in Malawi

ABOUT PPDA

The Public Procurement and Disposal of Public Assets Authority (PPDA) is an autonomous public body established under Section 4 of the Public Procurement and Disposal of Public Assets Act no. 7 of 2025.

The Authority's mandate is to regulate, monitor, and oversee Public Procurement and the disposal of Public Assets in Malawi, ensuring that all processes are conducted with transparency, accountability, fairness, and efficiency. Its primary objective is to maintain a robust and effective public procurement and asset disposal system that aligns with international best practices and leverages modern Information and Communication Technologies (ICTs).

The Authority promotes good governance, effective public service delivery, and the sustainable development of Malawi.





THE VISION

A Public Procurement and Asset Disposal System that is transparent, fair, efficient, corrupt-free, and instills public confidence.

THE MISSION

To provide a regulatory, monitoring, and oversight service on Public Procurement and Asset disposal matters in a professional, efficient, and effective manner with a view to realize value for money.

OUR CORE VALUES

01

■ Transparency and
Accountability

02

■ Integrity

03

■ Teamwork

04

■ Professionalism

05

■ Impatality

OUR THEMATIC AREAS

The PPDA has a five-year Strategic Plan running from 2024 to 2029, which provides a clear roadmap for achieving both its short term and long-term objectives. The Strategic Plan outlines five Thematic Areas as follows:

1. Digitalization
2. Robust Regulatory Framework
3. Promotion of Micro, Small and Medium Enterprises (MSMEs) and marginalized groups
4. Capability Strengthening
5. Governance and Leadership



FUNCTIONS OF THE AUTHORITY

- 1.To develop and enhance the efficiency and effectiveness of public procurement and disposal of assets operations
- 2.To develop standardized and unified procurement and disposal of assets regulations, instructions and bidding documents which shall be binding on all procuring and disposing entities
- 3.To establish and maintain institutional linkages with the Malawi Institute of Procurement and Supply and other professional bodies
- 4.To collect and establish a data and information base on public procurement and disposal of assets
- 5.To monitor the performance of procuring and disposing entities and suppliers
- 6.To maintain and circulate lists of debarred bidders, suppliers, contractors, consultants and other service providers
- 7.To provide an annual report of procurement and disposal activities carried out by procuring and disposal entities
- 8.To refer some violations of the Act and the regulations relating to public procurement and disposal of public assets to relevant budgetary and law enforcement authorities for appropriate action
- 9.To facilitate administrative review of bid protests
- 10.To carry out economic studies on public procurement and disposal of assets.



THE POWERS OF THE AUTHORITY

1. Set and enforce monetary thresholds for regulating public procurement and public disposal functions
2. Issue a "No Objection" for public procurements above the set prior review thresholds
3. In some cases, issue subpoenas within a reasonable time requiring the production of books or accounts, records, documents or other relevant financial papers or objects necessary for the performance of its duties
4. Access, at any reasonable time, the premises of any procuring and disposing entity whose procurement is being monitored and request for any relevant information from any person, including a Controlling Officer and the head of Procurement and Disposal Unit
5. Summon and examine witnesses regarding any public procurement proceeding or public disposal process
6. Suspend or debar any bidder, supplier, contractor, consultant and any other service provider that breaches any provision of the Act from participating in public procurement proceedings or disposal process
7. Institute public procurement or disposal reviews at any time before, during or after contract award
8. Declare mis-procurement where applicable and impose appropriate disciplinary and punitive measures
9. Investigate and sanction any procuring and disposing entity or individual involved or suspected to have been involved in mis-procurement and any other misconduct
10. Set special conditions for targeted procurement aimed at improving the capacity and performance of micro, small and medium enterprises in consultation with other regulatory bodies.



Objectives of this Manual

The Access to Information Act 2017 of Malawi empowers individuals and Organizations to seek, access, and obtain information held by public bodies. To facilitate compliance with this legislation and to ensure the effective exercise of this fundamental right, this information manual is established with the following key objectives:

→ Promoting Transparency and Accountability

The primary objective of this manual is to foster a culture of transparency and accountability within public bodies. By providing clear guidelines on how to access information and making this information readily available, the Authority aims to enhance public trust in its processes.

→ Facilitating the Exercise of the Right to Information

This manual serves as a comprehensive resource for individuals, citizens, and organizations seeking information from the Authority. It outlines the procedures and mechanisms through which they can exercise their right to access information.

→ Increasing PPDA's Responsiveness

A vital objective of this manual is to encourage PPDA to be responsive to information requests. By providing guidance on timelines, procedures, and obligations for processing information requests.

→ Ensuring Compliance with the Access to Information Act 2025

This manual outlines the legal framework and obligations imposed by the Access to Information Act 2025. Its objective is to assist the Authority in complying with the law.

→ Providing Clarity and Consistency

Providing clear and uniform guidelines for both information seekers and the Authority to reduce ambiguity and enhance the efficiency of the process.

→ Promoting Good Governance

Facilitating information access and transparency aids in the prevention of corruption, mismanagement, and abuse of power.

INFORMATION HELD BY THE AUTHORITY

As an information holder under the Access to Information (ATI) Act, the PPDA is mandated to proactively make available the information it generates, manages, and safeguards while regulating Public Procurement and Disposal of Public Assets. The table below details the categories of information in custody of the Authority. The information is systematically organized according to the four directorates that constitute the PPDA. This ensures clarity, transparency, and ease of access for all information seekers.

DIRECTORATE/SECTION	CATEGORY OF INFORMATION	DESCRIPTION	FORMAT
Regulatory, Review and Monitoring	Procurement submissions and reviews	<ul style="list-style-type: none"> Request for no objections Procurement plans Disposal plans from PDEs Bidding documents Review submissions Compliance reports Annual assessments of PDEs Application for the use of other procurement methods other than Open Tender 	Digital and Physical
	Monitoring and Evaluation Data	<ul style="list-style-type: none"> Performance monitoring data for PDEs, supplier performance, compliance trends 	Digital and Physical
	Debarment Records	<ul style="list-style-type: none"> Lists and case files for debarred bidders, suppliers, consultants, and contractors Investigative procurement audits Application of debarment, and review committee determination Application of administrative review and compliance from suppliers 	Digital and Physical
	Administrative Review Records	<ul style="list-style-type: none"> Documentation of bid protest cases, decisions, and recommendations Standard Bidding Documents Desk Instructions Public Procurement Regulations Post Procurement Review and/Audit Reports Public Procurement and Disposal of Public Assets Act 	Digital and Physical
Capacity Development and Reforms	Training and onboarding materials	<ul style="list-style-type: none"> Training Manuals Data on trained institutions MANePS Training Resources 	Digital and Physical



INFORMATION HELD BY THE AUTHORITY

		<ul style="list-style-type: none"> • E-GP resources • Workshop reports, • Training attendance registers 	
	Policy and reform documents	<ul style="list-style-type: none"> • Open Government Partnerships • PPDA's Reforms • Drafts and final versions of procurement reforms, guidelines, circulars 	Digital and Physical
Corporate Services	Governance and Policy Documents	<ul style="list-style-type: none"> • All statutory reports • Employee contracts and files • PPDA contracts • Assets Register • Circular on thresholds • Recorded Programmes • Service Charter 	Digital and Physical
	Public Information Materials	<ul style="list-style-type: none"> • Copies of Media Statements • Newsletters • press releases • Speeches • Brochures • IEC materials 	Digital and Physical
	Stakeholder engagement records	<ul style="list-style-type: none"> • Media inquiries • Outreach reports • Event documentation 	Digital and Physical
	Official Statements and Publications	<ul style="list-style-type: none"> • Statutory reports, public notices, announcements 	Digital and Physical
Finance	Financial records	<ul style="list-style-type: none"> • Audited Financial Statements • Expenditure Returns • Budgets • Payment Records 	Digital and Physical



INFORMATION & RECORD MANAGEMENT

The Public Procurement and Disposal of Assets Authority (PPDA) follows a structured and secure information and records management system to ensure compliance with legal requirements and to promote efficient retrieval, storage, and preservation of information.

The process includes the following key components:

1. Record Creation and Collection

PPDA generates and collects records in line with established procedures and statutory obligations.

These include:

- Procurement Documents: Records related to all procurement processes, such as bid submissions, procurement plans, review submissions, and circulars.
- Asset Disposal Records: Documentation of disposal activities, including asset valuation forms, sales records, transfer documents, and disposal approvals, maintained in accordance with PPDA guidelines.

2. Record Classification

Records are systematically classified based on their type, content, purpose, and sensitivity. This classification enhances organization, ensures efficient retrieval, and supports compliance with the PPDA's information handling standards.

3. Record Storage and Preservation

PPDA ensures that all records are stored safely and preserved for the required retention periods. Measures include:

- Secure physical storage for sensitive and vital records.
- Clear identification and preservation of vital records in line with statutory requirements.
- Digital storage for most records to ensure improved safety, accessibility, and disaster resilience.

4. Access and Retrieval

Access to records is strictly regulated to maintain confidentiality, integrity, and availability. Key practices include:

- Defined access controls ensure that only authorized personnel handle specific categories of information.
- Timely and secure retrieval of records upon request by authorized officers, enabling accurate and efficient access to information.

5. Disposal and Destruction

Records that have surpassed their legally required retention period are disposed of in accordance with PPDA's approved disposal and destruction procedures. This includes:

- Secure destruction of sensitive or confidential records to safeguard privacy and organizational security.
- Transfer of eligible records to the National Archives of Malawi as mandated by law.



PPDA'S COMMITMENT TO TIMELY PROCESSING INFORMATION REQUESTS

In compliance with the Access to Information Act 2017 and the Access to Information Regulations, 2021, the PPDA reaffirms its commitment to ensuring that all requests for information are handled promptly, transparently, and in accordance with the law. Guided by **Section 19(1) of the ATI Act**, PPDA shall process, determine, and communicate the outcome of every information request **within fifteen (15) working days** from the date of receipt.

The Authority further commits to:

- Providing timely assistance to information seekers where clarification or guidance is required
- Ensuring that information officers adhere to the statutory timelines and procedural requirements outlined in the Act and Regulations.
- Promptly issuing notices for any permissible extension as provided by the law, including reasons for such extensions
- Maintaining efficient internal systems to support expeditious retrieval and processing of requested information.



THE INFORMATION OFFICERS

■ **Jonathan Kantayeni**- Director of Regulatory and Review

■ **Mandy Pondani**-Public Relations and Communications Manager

■ **Enock Mangame**-Chief Information and Technology Officer

Where to Find Us



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