


ACCESS TO INFORMATION MANUAL



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About The Authority

The Authority was established under Section 5 of the Public Procurement and Disposal of Public Assets Act of 2017 to monitor, regulate, and oversee all public procurement and disposal of assets in Malawi.



Vision &

Mission

■ Vision Statement

A public procurement and asset disposal system that is transparent, fair, efficient, corrupt-free and instills public confidence.

■ Mission Statement


To provide a regulatory, monitoring, and oversight service on public procurement and asset disposal matters in a professional, efficient, and effective manner, with the aim of achieving value for money.

■ Core Values

Transparency & Accountability
Integrity
Teamwork
Professionalism
Impartiality



OUR **Functions**




The Authority was set up by an Act of Parliament as a body responsible for the regulation, monitoring and oversight of Public procurement and disposal of assets in Malawi with the following functions:

To develop and enhance the efficiency and effectiveness of Public procurement and disposal of assets operations.

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, in consultation with concerned professional and official entities, for issuance by the relevant authorities for use throughout Malawi.

To establish and maintain institutional linkages with Malawi Institute of Procurement and Supply and other professional bodies having interest in regulating the ethical behaviour and standards of supply chain management professionals



To collect and establish a data and information base on public procurement and disposal of assets and monitor the performance of Procuring and Disposing Entities, suppliers, contractors, consultants and other service providers so as to ascertain efficiency and compliance with applicable legislation.

To maintain and circulate lists of debarred bidders, suppliers, contractors and consultants.



To provide an annual report of procurement and disposal activities carried out by Procuring and Disposal Entities within three months of the close of the financial year to the Minister, who shall lay it before the National Assembly, not less than six months from the date of the report.

To refer some violations of the Public Procurement and Disposal of Public Asset (PPD) Act and the regulations relating to public procurement and disposal of public assets to the relevant budgetary and law enforcement authorities for appropriate action.

To facilitate administrative review of bid protests.

To carry out economic studies on public procurement and disposal of assets, comparisons, and future projections, so as to provide advice to the Government in respect of the mid-term and long-term policy it may formulate in public procurement and disposal of assets matters.

Access to Information

The Access to Information (ATI) Act in Malawi is a pivotal piece of legislation that promotes transparency, accountability, and good governance in the country enacted in 2017. This Act is designed to ensure that citizens have the right to access information held by public bodies and relevant private bodies including the Public Procurement and Disposal of Assets Authority (PPDA).



**Section 16 of the Act demands that
"every information holder shall prepare information
manuals which shall be accessible electronically and may be
disseminated in tangible form".**

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:

- 1** 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.
- 2** 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.
- 3** 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.
- 4** Ensuring Compliance with the Access to Information Act 2017
This manual outlines the legal framework and obligations imposed by the Access to Information Act 2017. Its objective is to assist the Authority in complying with the law.
- 5** 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.
- 6** Promoting Good Governance
Facilitating information access and transparency aids in the prevention of corruption, mismanagement, and abuse of power.

NAME OF DIRECTORATE	INFORMATION HELD
Corporate Services	<ul style="list-style-type: none"> • Quarterly and Annual Reports • Annual Workplans • All Statutory reports • Employee contracts and files. • PPDA Contracts • Asset Register • Circulars on thresholds • Copies of Media Statements • Recorded Programmes and adverts. • Service Charter
Regulatory Review and Monitoring	<ul style="list-style-type: none"> • Request for No Objection • Application for the use of procurement methods other than Open Tender. • Application for administrative review and compliance from suppliers • Application for debarment, and Review Committee determination • List of debarred suppliers • Procurement Plans, and Disposal Plans from procuring and disposing entities. • Procurement quarterly reports from procuring and disposing entities. • Supplier registration data base • Post Procurement Review/Audit Reports. • Investigative Procurement Audit. • Public Procurement and Disposal Asset Act • Public Procurement Regulations • Desk Instructions • Standard Bidding Documents.
Capacity Development and Reforms	<ul style="list-style-type: none"> • Training manuals • Number of institutions trained. • E-Government Procurement • Open Government Partnerships • PPDA's Reforms
Finance	<ul style="list-style-type: none"> • Audited financial statements. • Expenditure returns • Budgets

Our **Information Officers**



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& Compliance

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Information & Record **Management**

The information and record management process at PPDA includes the following key steps:

■ **Record Creation and Collection**

Procurement Documents: Records related to procurement processes, including bid submissions, procurement plans, submissions or reviews and circulars are created as per the established procedures.

Asset Disposal Records: Records of asset disposal activities, including asset valuation, sales, and transfers, are generated and collected in accordance with PPDA guidelines.

■ **Record Classification**

Records are classified according to their type, content, and purpose. Classification ensures that records are organized for easy retrieval and reference.

■ **Record Storage and Preservation**

Records are stored in a secure office.

Vital records are identified and preserved for the required retention periods, as specified in the law.

Most of the Authority's records are digitally secured

■ **Access and Retrieval**

Access to records is regulated through defined access controls. Authorized personnel are granted access as needed for their roles.

Records can be retrieved upon request by authorized individuals, ensuring timely and accurate information access.

■ **Disposal and Destruction**

Records that have reached the end of their retention period are disposed of following PPDA's approved disposal and destruction procedures.

Sensitive or confidential records are securely protected for privacy and confidentiality.

Other records are transferred to the National Archives, in accordance with the law.



■ Information Security

Measures are in place to protect records from unauthorized access or data breaches. This includes data encryption, password protection, and physical security.

Regular data backups are conducted to prevent data loss in case of system failures or disasters.

Timeframe for Processing Information

The Authority is committed to processing information requests within the prescribed timeframe in the ATI Act.

Section 19 (1) of the Act states:

"Where request for information is made, an information officer shall, within fifteen working days after the request is received"...

Where to Find the Authority's Information

Information Seekers can access the Authority's information through the quarterly newsletter, statutory reports and other documents shared proactively on the following platforms:



Jireh Bible House,
Area 3, Off Colby Road,
Behind South Park Mall Private Bag
383,



www.ppda.mw



dg@ppda.mw
info@ppda.mw

Social Media

PPDA Malawi



Our Location

