



Jireh Bible House
Area 3, Off Colby Road
Lilongwe
MALAWI

Public Procurement and Disposal of Assets Authority

Private Bag 383, Lilongwe
Phone: (265) 0 887 083 262/3/4
Email: dg@ppda.mw www.ppda.mw

Ref: PPDA/01/22

8th June 2026

FROM : The Acting Director General, Public Procurement and Disposal of Assets Authority

TO : All Controlling Officers and Heads of Procuring and Disposing Entities

CC : The Secretary to the President and Cabinet, Office of President and Cabinet, Private Bag 301, Lilongwe 3

: The Auditor General, P.O. Box 30045, Lilongwe 3

: The Secretary to The Treasury, P O Box 30049, Lilongwe 3

PROCESSING OF PROCUREMENTS IN MALAWI NATIONAL ELECTRONIC PROCUREMENT SYSTEM

I write with reference to the rolling out of the Malawi National Electronic Procurement System (MANePS) on 1st April 2026 in compliance with Circular No. ST/ADM/6 dated 4th March 2026.

The Public Procurement and Disposal of Public Assets Authority (hereinafter referred to as 'the Authority') has taken note that since the MANePS was rolled out on 1st April, 2026 a lot of progress has been achieved. This progress aligns well with the Government policy on use of electronic public procurement system.

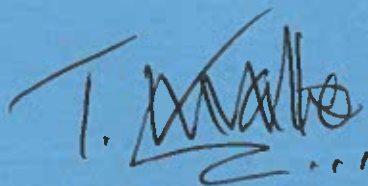
However, the Authority has observed that other PDEs continue to face challenges in rolling out into the system. In this regard, the Authority has extended the rolling out period up to the end of December, 2026. The Authority

All correspondence should be addressed to the Director General

shall work with those PDEs encountering problems to conduct their procurements offline and once contract has been awarded to the successful bidder, the documentation shall be uploaded onto the MANePS within seven (7) days from the date of contract for tracking purposes.

During this period, a handholding approach will be used to ensure that all PDEs acquaint themselves with the e-government procurement system in line with the Circular on Public Procurement Thresholds dated 1st April, 2024.

I should be grateful if the contents of this Circular are brought to the attention of officials responsible for public procurement and disposal processes within your entity.

A handwritten signature in black ink, appearing to read 'T. Kalembo', with a stylized flourish at the end.

Timothy Kalembo
ACTING DIRECTOR GENERAL

All correspondence should be addressed to the Director General