



Public Procurement and Disposal of Assets Authority

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Ref. No. PPDA/03/22

8th April 2024

FROM: The Director General, Public Procurement and Disposal of Assets Authority, Private Bag 383, Lilongwe 3

TO: 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 Secretary to Treasury, Ministry of Finance and Economic Affairs, P.O. Box 30049, Lilongwe 3,

The Auditor General, National Audit Office, Box 30045, Lilongwe 3

The Attorney General, Ministry of Justice and Constitutional Affairs, Private Bag 333, Lilongwe 3

Dear Sir/Madam,

SUBMISSION OF PROCUREMENT AND DISPOSAL PLAN FOR 2024/25 FISCAL YEAR

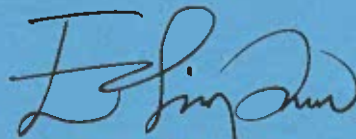
I refer to Section 25 of the PPD Act, 2017 which stipulates the responsibilities of Controlling Officers, one of them being the submission of a procurement and disposal plan. I further make reference to regulation 2(1)(b) and 2(2)(b) of the Public Finance Management (Cash Management) Regulations, 2023 which requires a Controlling Officer to prepare and submit an annual work

plan that is realistic and consistent with the approved budget and annual procurement plan.

Pursuant to the above cited provisions of the PPD Act 2017 and Public Finance Management Regulations of 2023, I would like to remind you of your obligation and duty to prepare and submit a procurement and disposal plan for your entity. Kindly be informed that section 39 of PPD Act, 2017 stipulates that the Annual Procurement and Disposal Plans should be submitted to the Authority by the last date of the first month of the financial year. Therefore, your Procurement and Disposal Plan for 2024-25 Fiscal Year falls due by **30th April 2024**.

Please be advised that failure to comply with this requirement is a contravention of the Appropriation Act and PPD Act 2017 which will leave the Authority with no choice but to take necessary enforcement actions in accordance with the PPD Act 2017 and the Public Finance Management Act 2022.

Yours faithfully



Dr. Edington Chilapondwa
DIRECTOR GENERAL