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# Public Procurement and Disposal of Assets Authority

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**Ref. No. PPDA/03/22**

**16<sup>th</sup> April 2025**

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

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

## **ISSUANCE OF REVISED/NEW STANDARD BIDDING DOCUMENTS**

I write in reference to section 5(2)(b) read together with section 65(1) of the Public Procurement and Disposal of Public Assets (PPDA) Act, 2025.


In view of the cited provision, I hereby give Notice that with effective from 1<sup>st</sup> May 2025 the revised/new standard bidding documents shall come into effect. Therefore, in compliance with regulation 94(1) of the Public Procurement Regulations 2020 procuring and disposing entities shall start using these revised/new standard bidding document. Failure to use the revised/new standard bidding document from 1<sup>st</sup> May 2025 shall be an offence as provided in section 96 of the PPDA Act 2025.

***All correspondence should be addressed to the Director General***

A procuring and disposing entity shall in procurement of goods, works or services, as the case may require, use the following Standard Bidding Documents—

- (a) Framework Agreement for Goods, Works and Services, Bidding Documents;
- (b) Procurement of Goods by National Competitive Bidding, Bidding Document;
- (c) Procurement of Goods by International Competitive Bidding, Bidding Document;
- (d) Procurement of Plant, Vehicles and Equipment, Bidding Documents;
- (e) Procurement of Works by National Competitive Bidding, Bidding Document;
- (f) Procurement of Works by International Competitive Bidding, Bidding Document;
- (g) Procurement of Minor Works, Bidding Document;
- (h) Procurement of Consultancy Services (Lump Sum Contracts), Bidding Document;
- (i) Procurement of Consultancy Services (Small Lump Sum Contracts), Bidding Document;
- (j) Procurement of Consultancy Services (Small Time-Based Contracts), Bidding Document;
- (k) Procurement of Consultancy Services (Complex Time-Based Assignments), Bidding Document;
- (l) Procurement of Non-Consultancy Services, Bidding;
- (m) Request for Quotations for Goods, Bidding Document;
- (n) Request for Quotations for Services, Bidding Document; and
- (o) Request for Quotations for Works, Bidding Document.

I should be grateful if the contents of this Circular are brought to the attention of the Internal Procurement and Disposal Committee and all members of staff within your Procurement and Disposal Unit.

  
**Dr Edington Chilapondwa**  
**DIRECTOR GENERAL**

*All correspondence should be addressed to the Director General*