

# Public Procurement and Disposal of Assets Authority

Jireh Bible House  
Area 3  
Off Colby Road  
Lilongwe  
MALAWI

Private Bag 383, Lilongwe 3  
Phone: (265) 887 083 262/3/4  
Fax: (265) 01 789 082  
Email: [dg@ppda.mw](mailto:dg@ppda.mw)  
Website: [www.ppda.mw](http://www.ppda.mw)

Ref. No. PPDA/03/22

24<sup>th</sup> February 2026

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

## HANDLING OF SUBMISSIONS FROM PROCURING AND DISPOSING ENTITIES

I write with reference to Circular No. NA/C/01/07 dated 10<sup>th</sup> October 2025 on the suspending of all recruitments and major procurements, and Circular No. CS/S/001 dated 6<sup>th</sup> November 2025 on expenditure control measures.

In view of the Circulars cited above, the Authority hereby wishes to advise all Controlling Officers and Heads of procuring and disposing entities as follows:

1. Prior to submission to the Authority for No Objection or Approval for use of any procurement method other than Open Tendering, a procuring and disposing entity must seek Clearance from the Office of the President and Cabinet (OPC) to initiate the procurement proceeding.

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

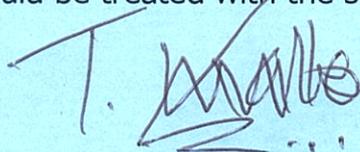
2. Once the OPC has granted its Clearance for a procuring and disposing entity to initiate a procurement proceeding, the procurement process should commence and be approved by the Internal Procurement and Disposal Committee (IPDC) prior to submission to the Authority.
3. Once the IPDC has granted its approval, the Controlling Officer, or Head of procuring and disposing entity should make a submission to the Authority.
4. The Authority shall review the submission and once it is satisfied with the submission to grant a No Objection, it shall submit the submission to the OPC for Clearance. If the Authority is not satisfied with the submission, the Authority shall communicate to the procuring and disposing entity on the shortfalls of its submission.
5. Once the OPC communicates its Clearance to the Authority, the later shall proceed to respond to the procuring and disposing entity accordingly.

Please be guided that the above procedures shall apply irrespective of the current procurement thresholds.

In addition to the procedures outlined above, you are advised to make concurrent submissions to the Anti-Corruption Bureau for all procurements that require vetting by the Bureau as provided for in section 45(2) and (3) of the Public Procurement and Disposal of Public Assets Act (PPD Act).

The Authority wishes to advise all Controlling Officers and Heads of procuring and disposing entities to strictly comply with the Public Procurement and Disposal of Public Assets Act in handling of any procurement proceeding.

I should be grateful if the contents of this Circular are brought to the attention of officials carrying out procurement proceedings in your procuring and disposing entity and that this Circular should be treated with the seriousness it deserves.



**Mr. Timothy Kalembo.**  
**ACTING DIRECTOR GENERAL**

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