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MALAWI

Public Procurement and Disposal of Assets Authority

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Ref. No. PPDA/01/22

1st July, 2020

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

TO : All Controlling Officers and Heads of Public Institutions

CC : The Chief Secretary to the Government, Office of President and Cabinet, P/Bag 301, Lilongwe 3

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

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

SUBMISSION OF PROCUREMENT AND DISPOSAL PLANS FOR THE FINANCIAL YEAR 2020/21

As you might be aware, s.39(4) of the Public Procurement and Disposal of Public Assets Act, 2017 mandates Procuring and Disposing Entities (PDEs) to submit their procurement and disposal plans to the Authority by the ***last day of the first month of the financial year.***

In view of the above provision, the expected last date for receiving your procurement and disposal plans for the financial year 2020/21, is **31st July, 2020.**

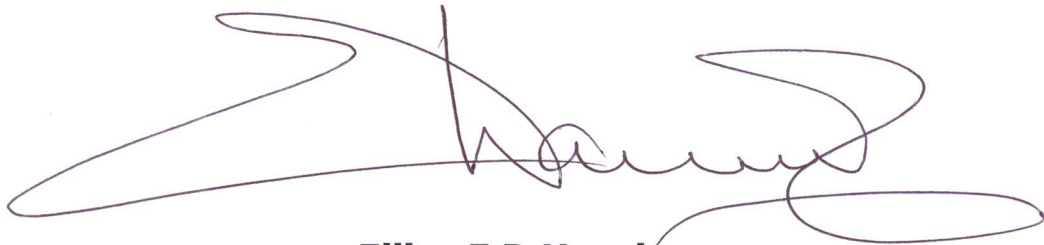
I would therefore like to remind all **Controlling Officers and Heads of Public Institutions** to duly submit the procurement and disposal plans by the stated date. Kindly be informed that the Authority shall impose the applicable sanctions

All correspondence should be addressed to the Director General

on PDEs and Controlling Officers and Heads of Public Institutions as provided for in s.39 (3) and s.25 (3) of the PPD Act respectively, in cases of non-compliance.

Please note that a soft copy of the template for the procurement and disposal plans is available and can be downloaded from the Authority's website on (www.ppda.mw). The templates can also be made available to you through your desk officer at the Authority.

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

A handwritten signature in dark ink, appearing to read 'Elias E D Hausi', with a large, sweeping flourish extending to the left and another to the right.

Elias E D Hausi
DIRECTOR GENERAL