



Public Procurement and Disposal of Assets Authority

Ref. No.: PPDA/01/22

To: All Principal Secretaries, Chief Executive Officers of Parastatal Organizations, Heads of Departments, District Councils and Heads of all other Public Institutions

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

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

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

SUBMISSION OF PROCUREMENT QUARTELY REPORTS

Further to our letter Ref. No. PPDA/01/22 of 8th April, 2019 which provided the status of your procurement reports, I write in respect of the same subject.

Section 25 (2) (b) of the Act places responsibility on all Controlling Officers to submit quarterly procurement reports to the Authority. This circular, therefore, serves to remind all Controlling Officers and Heads of Departments and Agencies to compile and submit all reports of procurement and disposal activities carried out from 1st July 2018 to 30th June 2019. Please find attached the "*Report Template*" for your usage.

Kindly ensure that the contents of this circular are brought to the attention of all officers who handle procurement and disposal matters.

A large, stylized handwritten signature in black ink, which appears to read 'Elias Hausi', is positioned above the name and title of the Director General.

**Ellias E. D. Hausi
DIRECTOR GENERAL**

