



# Public Procurement and Disposal of Assets Authority

Petroda House  
West Wing  
Along M1 Road  
Lilongwe  
MALAWI

Private Bag 383, Lilongwe 3  
Phone: (265) 01 788 111  
Fax: (265) 01 789 082  
Email: [dg@ppda.mw](mailto:dg@ppda.mw)  
Website: [www.ppda.mw](http://www.ppda.mw)

## APPLICATION FORM SUPPLIER REGISTRATION FORM SUPPLIERS' LIST

### A. BUSINESS DETAILS

1. Name of business/company : \_\_\_\_\_
2. Postal Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Physical Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Contact Persons  
Maximum of 3 : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Tel/Cell Phone Numbers : \_\_\_\_\_  
\_\_\_\_\_
6. E-mail Address : \_\_\_\_\_
7. Names of Shareholders : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Registrar General's  
Certificate number : \_\_\_\_\_

9. MRA TPIN : \_\_\_\_\_

10. Number of Employees : \_\_\_\_\_

11. Bank Account details for the business (provide details for the bank account through which your business gets payment from Government)

(a) Name of Bank : \_\_\_\_\_

(b) Name of Branch : \_\_\_\_\_

(c) Account Name : \_\_\_\_\_

(d) Account Number : \_\_\_\_\_

(e) Account Type : \_\_\_\_\_

## **B. GENERAL INSTRUCTION**

Each supplier is free to apply for any category and a supplier registered in one category cannot bid for procurement contract in a higher category unless an application for category upgrade has been made for the new category.

A supplier can be registered as a supplier of Goods or Services separately. Thus a supplier who wants to apply for both goods and services will pay for both according to the category chosen.

## **C. GOODS SUPPLIERS**

<b>CATEGORY</b>	<b>VALUE OF PROCUREMENT CONTRACT APPLIED FOR</b>	<b>REGISTRATION FEES (MwK)</b>	<b>RENEWAL FEES (MwK)</b>
1	Up to MwK10 million	5,000.00	3,000.00
2	Up to Mw30 million	15,000.00	10,000.00
3	Up to Mw80 million	25,000.00	15,000.00
4	Any value	40,000.00	30,000.00

## **D. LIST OF GOODS**

A supplier is free to tick unlimited goods.

1. Office equipment
2. Farm implements
3. Plant and Motor vehicle spares
4. Laboratory & Hospital equipment
5. Tools and hardware

6. Office consumables
7. Plumbing materials
8. Telecommunications equipment
9. Textile products

If the category of your goods is not listed above, please indicate your preference below (not more than 4)

10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_

**E. SERVICES SUPPLIERS**

<b>CATEGORY</b>	<b>VALUE OF PROCUREMENT CONTRACT APPLIED FOR</b>	<b>REGISTRATION FEES (MwK)</b>	<b>RENEWAL FEES (MwK)</b>
1	Up to MwK10 million	5,000.00	3,000.00
2	Up to MwK30 million	15,000.00	10,000.00
3	Up to MwK80 million	25,000.00	15,000.00
4	Any value	40,000.00	30,000.00

**F. LIST OF SERVICES**

A supplier is free to tick unlimited services.

1. Maintenance of motor vehicles
2. Maintenance of Office Equipment, refrigeration & Air-conditioning
3. Cleaning services
4. Plumbing services
5. Transport services
6. Travel agency
7. Consultancy
8. Provision of Security Services
9. Servicing of firefighting equipment

If the category of your service is not listed above, please indicate your preference below (not more than 4)

10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_

## **G. DOCUMENTS TO BE ATTACHED:-**

- a) Copy of Business Registration Certificate or Certificate of Incorporation
- b) Copy of MRA TPIN Certificate
- c) An original copy of the General Receipt
- d) Copy of MRA Tax Clearance Certificate
- e) Copy of the previous ODPP Registration Certificate (for suppliers renewing their ODPP registration)

## **H. SUBMISSION OF APPLICATIONS**

Completed Application Forms in sealed envelopes duly indicated in bold on top "REGISTRATION OF SUPPLIERS" shall be submitted to the address below:-

**The Director General,  
Public Procurement and Disposal of Assets Authority,  
Area 14, Petroda House, Second and Third Floor,  
Private Bag 383,  
Capital City,  
Lilongwe 3.**

## **I. VALIDITY**

The certificate to be issued by the ODPP shall be valid for one (1) year and shall expire exactly twelve (12) months from the date of registration.

## **J. NOTE**

All applications that do not contain the required information will not be processed. ODPP reserves the right to check on information applicants have provided from any source in order to make an informed decision on the applications.