

Jireh Bible House
Area 3, Off Colby Road
Lilongwe
Malawi

Private Bag 383, Lilongwe
Phone: (265) 0 887 083
262/3/4
Email: dg@ppda.mw
Website: www.ppda.mw

LOOSE MINUTE

REFERENCE: PPDA/ICT/26/050

DATE: JUNE 5, 2026

TO: ACTING DIRECTOR GENERAL

THROUGH: DIRECTOR OF FINANCE

E-PROCUREMENT MANAGER

CHIEF PROCUREMENT OFFICER

REQUEST FOR APPROVAL TO PROCESS PAYMENT FOR PROCUREMENT OF LAPTOPS FOR THE ICT DIRECTORATE

Sir, reference is made to the approved loose minute dated 13 August 2025, reference number PPDA/EGP/25/017, in which approval was granted for the procurement of laptops for the ICT Directorate to support the implementation and development of the Malawi National Electronic Procurement System (MANePS) and other PPDA digital transformation initiatives.

Following the approval, the procurement process was undertaken and ICT Global Solutions was engaged to supply the laptops under RFQ No. MANEPS/PPDA-0047-1-25 and LPO No. PPDA/02/683. The supplier has since delivered the items, and the delivery was supported by Delivery Note No. 0173 for one 14-inch MacBook Pro and Delivery Note No. 0183 for Dell 14 Plus 2-in-1 laptops. The goods were received and recorded under Goods Received Note No. 137.

The supplier has submitted Invoice No. 0270, dated 7 April

2026, amounting to MK50,607,955.00 inclusive of VAT, broken down as follows:

Description	Quantity	Unit Price (MK)	Amount (MK)
-------------	----------	-----------------	-------------

14-inch MacBook Pro	1	15,131,300.00	15,131,300.00
---------------------	---	---------------	---------------

Dell 14 Plus 2-in-1	3	9,313,100.00	27,939,300.00
---------------------	---	--------------	---------------

Sub-total 43,070,600.00

VAT 7,537,355.00

Total Payable **50,607,955.00**

The procurement was budgeted under the 2025/2026 Financial Year PforR budget line for procurement of e-GP equipment. The laptops are required to support staff directly involved in system development, user training, infrastructure configuration, MANePS support, and other strategic digital transformation activities of the Authority.

In view of the above, this loose minute seeks your approval to process payment of MK50,607,955.00 to ICT Global Solutions in respect of the supplied laptops.

Sir, therefore, I submit this loose minute for your consideration and approval.



JACOB MTITIMILA

INFORMATION COMMUNICATION TECHNOLOGY MANAGER