



MALAWI HUMAN RIGHTS COMMISSION (MHRC)

## INVITATION FOR BIDS (IFB) THROUGH NATIONAL COMPETITIVE BIDDING (NCB)

DATE OF ISSUE: 28<sup>th</sup> February 2024

### SUPPLY AND DELIVERY OF GOODS AND SERVICES

1. The Malawi Human Rights Commission (The Commission) is an independent National Human Rights Institution (NHRI) established by the Constitution of the Republic of Malawi under section 129 with the primary function of protecting and investigating violations of the rights accorded by the Constitution or any other law.
2. The Commission has budgeted public funds to be used for the procurement of goods and services. Therefore, it now invites sealed bids from eligible bidders for the procurement of the following:

NO	TENDER DESCRIPTION	TENDER REFERENCE NUMBER	TYPE OF CONTRACT	TARGETED GROUP	DURATION OF THE CONTRACT
1	Provision of Security Services	MHRC/PDU/S/ SEC/2024-25	Contract	Medium Enterprise	12 Months
2	Provision of Cleaning Services	MHRC/PDU/S/ CLEAN/2024-25	Contract	Medium Enterprise	12 Months
3	Provision of Motor Vehicle Insurance	MHRC/PDU/S/ MV/INSU/2024-25	Contract	Open	12 Months
4	Supply and Delivery of stationery Lot 1 Toners Lot 2 General Stationery	MHRC/PDU/G/ STAT/2024-25	Framework	Medium Enterprise	12 Months

3. Bidding will be conducted in accordance with National Competitive Bidding (NCB) procedures specified in the Public Procurement and Disposal of Public Assets Act No 27 of 2017 of the Government of Malawi and its open to all bidders as specified.
4. Interested eligible bidders may obtain further information and inspect the Bidding Documents from the commission's Procurement Unit at the address given below from 08:00 to 12:00 hours, 13:00 to 16:00 hours local time (Monday to Friday) except national public holidays.
5. A complete set of Bidding Documents in English language may be purchased by interested bidders upon payment of a non-refundable fee of MK 10,000.00. The method of payment will be cash or bank-certified cheque.
6. Bids must be delivered at the Commission in the Tender Box on or before **28<sup>th</sup> March 2024 at 14:00 hrs local time**. Electronic bidding will not be permitted and late bids will be rejected. Bids will be opened in the presence of the bidders or their representatives who choose to attend on **28<sup>th</sup> March 2024 at 14:00 hours local time**.
7. All bids must be accompanied by a Bid Securing Declaration form.
8. The addresses for inspection, purchase, issuance, submission, and opening of bids are as follows:
  - (a) Address where Bids will be inspected and issued:  
Malawi Human Rights Commission,  
Procurement section,  
Private Bag 378,  
LILONGWE 3.
  - (b) Address where Bids will be purchased:  
Malawi Human Rights Commission,  
Finance Section,  
Private Bag 378,  
LILONGWE 3.
  - (c) Address where bids will be deposited:  
Malawi Human Rights Commission,  
Tender Box at Reception,  
Private Bag 378,  
LILONGWE 3.
  - (d) Address where Bid Opening will take place:  
Malawi Human Rights Commission,  
Boardroom,  
Private Bag 378,  
LILONGWE 3.