



INVITATION FOR BIDS (IFB)

DATE OF ISSUE: 21st November 2024

1. The University of Malawi (UNIMA) has budgeted funds in its 2024-2025 financial year for procurement of the following services:

SERIAL NO.	DESCRIPTION OF SERVICE
1	TENDER FOR PROVISION OF SECURITY SERVICES: PROCUREMENT REFERENCE NUMBER: 517-10-24
2	TENDER FOR PROVISION OF OFFICE AND HOSTEL CLEANING SERVICES: PROCUREMENT REFERENCE NUMBER: 536-10-24
3	TENDER FOR PROVISION OF GROUNDS CLEARING, MAINTENANCE AND LANDSCAPING SERVICES: PROCUREMENT REFERENCE NUMBER: 538-10-24

2. The Chairperson of the Internal Procurement and Disposal Committee (IPDC), now invites sealed bids from eligible bidders to participate in the procurement proceedings for the provision of security services, office and hostel cleaning services and grounds clearing, maintenance and landscaping services.
3. Bidding shall be conducted in accordance with the National Competitive Bidding (NCB) procedures as specified in the Public Procurement and Disposal of Public Assets Act, 2017 and its subsidiary legislation.
4. Interested eligible bidders may obtain further information and inspect bidding documents from the Procurement and Disposal Unit at the address given in paragraph 7(i) below from **08:00 – 12:00 hrs, 13:00 to 16:00 local time (Monday to Friday)** except on national public holidays.
5. A complete set of Bidding Documents in English language may be obtained by interested bidders at 7(i) upon payment of a non-refundable fee of **MK15,000.00** using the following payment bank details:

Account Name: Chanco Main Account
Account Number: 1124706
Branch: National Bank Zomba Branch

6. Sealed bids must be submitted to the address at 7(i) below at or before **10:00 hours on Friday, 17th January 2025**.
7. Opening of bids shall take place as indicated at 7(i). Late bids shall be rejected and returned to the bidder unopened.
8. The address for inspection and purchase of bidding documents:

i) **Inspection and Purchase of Bidding Documents**
University of Malawi (UNIMA)
Procurement and Disposal Unit, adjacent to the Finance Building
P.O. Box 280
Zomba
Attention: Procurement and Disposal of Assets Manager
Tel: +265 113 624 222
E-mail: procurement@unima.ac.mw

ii) **Submission of Tender Documents**

a. **Address for submission of bids**
THE CHAIRPERSON
Internal Procurement and Disposal of Assets Committee (IPDC)
University of Malawi (UNIMA),
Chirunga Road,
P.O. Box 280,
ZOMBA

b. **Physical location for submission of bids**
Tender box, University of Malawi, Porter's Lodge,

iii) **Opening of Tender Documents**
University of Malawi (UNIMA),
Senior Common Room,
Chirunga Road,
P.O. Box 280,
ZOMBA

9. Bids shall be valid for a period of 120 days after tender opening. This procurement subject is fully funded by UNIMA and does not attract any payment or part thereof in any foreign currency.