



## INVITATION TO TENDER

### TENDER FOR THE SUPPLY AND DELIVERY OF LIKUNI PHALA

Lusubilo Community Care in Karonga with financial support from the Coppel Family, a Catholic family from Mexico invites bids for the supply and delivery of Likuni Phala meant for the Diocese of Karonga's Sunday School Feeding Program. The details for the tender are as follows:

#### SECTION A: SUPPLY REQUIREMENTS:

##### 1. Supply and delivery of Likuni Phala

ITEM DESCRIPTION	UNIT MEASURE (BAG)	QUANTITY (BAGs)
Likuni Phala	25kg	5,242

- Bids prices should be based on Malawi Kwacha
- The delivery period after signing LPO shall be as informed by the attached delivery schedule in Annex 1.
- Bids and supporting documents as specified in Section B must be properly marked.
- Bids must be received, in sealed envelopes, no later than **27th November, 2024** by close of business.
- Pay **MK20,000.00** non-refundable bid participation fee to:  
Bank Name: National Bank of Malawi  
Account Name: Lusubilo Community Based  
Account Number: 3360431  
Branch: Karonga
- Bids must be returned to:  
**The Chairperson**  
**Procurement & Tender Committee**  
**Lusubilo Community Care**  
**P.O. Box 42**  
**KARONGA,**

#### Section B: BIDS DOCUMENTATION

Bids from suppliers should have the following information and documentation:

- Supplier details and contacts
- The validity period of this bid
- Attach the following documents:
  - Business License
  - PPDA Registration Certificate
  - MRA Registration Certificate
  - Tax Clearance Certificate
  - Deposit slip of bid participation fee
  - Reference letters

#### SECTION C: SELECTION CRITERIA

The following criteria will be used for selection of the successful bidder:

- Price
- Bid validity
- Section B
- Availability of copy of valid Trading License.
- Availability of copy for Valid MRA Annual Tax Clearance Certificate
- Payment terms (within 30 days from the date of delivery note and invoice) Any bidder demanding payment before delivery should not participate in the procurement
- Valid Copy of PPDA Registration Certificate
- Experience and Technical Capacity

The Bidder shall have a minimum of one year (1) experience in supplying/ trading in Likuni Phala.

Bids that are responsive, qualified and technically compliant will be ranked according to price (in Malawi Kwacha). Award of contract will be made through the issue of a Local Purchase Order (LPO).

#### NOTE:

NO PAYMENT SHALL BE MADE TO A SUPPLIER WHO HAS NOT DELIVERED LIKUNI PHALA. SUPPLIERS ARE OBLIGATED TO DELIVER UPON PRESENTATION OF APPROVED LOCAL PURCHASE ORDER (LPO).

#### SECTION D: OPENING OF BIDS

- Bids will be opened on **28th November, 2024** at Lusubilo Community Care Office in Karonga District.

Further information could be obtained from Lusubilo Community Care by contacting the Procurement Office on: 0957609485/0955222794.

#### SECTION E: ANNEX 1

##### TABLE 23 LIKUNI PHALA DELIVERY PLAN FOR SUNDAY SCHOOL FEEDING PROGRAM

Required Delivery Date	Karonga (bags)	Nyungwe(bags)	Chitipa(bags)	Quantities required (bags)
Dec 30th 2024	921	300	526	1,747
March 15th, 2025	921	300	526	1,747
June 30th, 2025	921	300	526	1,748
Total	2,764	900	1578	5,242