



RESERVE BANK OF MALAWI

INVITATION TO BID (ITB)

SUPPLY AND DELIVERY OF 50 DESKTOP COMPUTERS.

NATIONAL COMPETITIVE BIDDING

Date of issue: 4 November 2024

Procurement Reference number: RBM/ ICT/37/2024

1. The Reserve Bank of Malawi (the Bank) has budgeted resources in the 2024 Financial Year towards the purchase of Desktop and Laptop Computers and now invites sealed bids from eligible bidders as follows:

Description of Goods	Quantity	Unit of Measure	Delivery Period
Supply & delivery of Desktop Computers	50	Each	4-6 weeks

2. Bidding will be conducted through National Competitive Bidding (NCB) procedures specified in accordance with the open tender bidding procedures contained in the Government of Malawi's Public Procurement and Disposal of Assets Act 2017 and is open to all interested bidders.
3. Eligible interested bidders may obtain further information and inspect the Bidding Documents from the Procurement Section at the address shown in 6(a) below from 08:00 to 11:30 and 14:00 to 16:00 hours from Monday to Friday, except public holidays.
4. A complete set of Bidding Documents in English may be purchased by interested bidders from the address shown in 6(a) below and upon payment of a non-refundable fee of MWK5,000.00 between 8:00 to 11:00 hours from Monday to Friday except on public holidays. The method of payment will be cash or bank certified cheque. Incomplete bids without Bid Securing Declaration shall be rejected. The Bank shall verify the Manufacturers Authorisation letters submitted to establish authenticity.
5. Bids clearly marked; "Tenders for Supply & delivery of 50 Desktop Computers" should be delivered to the address shown in 6 (b) below on or before **4 December 2024 at 10:00 Hours**. Bids will be opened in the presence of the bidders' representatives who may choose to attend at the address shown in 6(c) below on **4 December 2024 at 10:00 Hours**.

- 6 (a) Address for inspection, clarification, payment and collection:
**The Reserve Bank of Malawi
Convention Drive
Business Reception
LILONGWE**

- (b) Address for submission:
**The Chairperson
RBM Internal Procurement Committee
P.O Box 30063
Lilongwe
MALAWI.**

Or

Should be deposited in a Tender Box marked; "Tenders for Supply & delivery of 50 Desktop Computers" placed at the Bank's business reception at the Head Office.

- (c) Address for Opening:
**Reserve Bank of Malawi
Convention Drive
Floor 5, Auditorium
Lilongwe
MALAWI.**

**Chairperson
RBM Internal Procurement and Disposal Committee**