



Republic of Malawi

**Ministry of Health
(Health Services Joint Fund)**

**Invitation for Bids
For
Supply and Delivery of ICT Equipment**

Tender Reference Number: **ICT-Equip-031-01-HSJF-23-24-G-NCB-062**

Date of Issue: **27th February, 2025**

1. The Ministry of Health has budgeted public funds under the Health Services Joint Fund (HSJF) to be used for the procurement of the above referenced goods and now invites sealed bids from eligible bidders for **Supply and Delivery of the ICT Equipment** as described below.

Lot No.	Description	Quantity Required	Delivery Period
1	Desktop Computers	231	10 to 12 Weeks
	UPS for Desk Computers	231	10 to 12 Weeks
2	Long Range Routers Device	74	10 to 12 Weeks
3	Laptop Computers	13	10 to 12 Weeks

2. Bidding will be conducted in accordance with the open National Competitive Bidding (NCB) procedures contained in the Government of Malawi's Public Procurement Legal Framework and is open to all bidders.
3. Interested eligible bidders may obtain further information from Ministry of Health and inspect the bidding documents at the address given below at 7(a) during working days from **8.00am to 12.00pm and from 1.00pm to 4.00pm**.
4. A complete set of Bidding Documents in English may be purchased by interested bidders or their representatives at **Cash Office** upon payment of a non-refundable fee of **Five Thousand Malawi Kwacha (MKS, 000.00)** and collected from the **Procurement Office** at the address given below at 7(a) during working days from 8.00am to 12.00pm and from 1.00pm to 4.00pm. The method of payment will be **Cash or Bank Certified Cheque**.
5. Bids, clearly marked on the outer envelope **with tender name and reference number** must be delivered to the address at 7(b) below and deposited in the tender box located on the **Second Floor, Ministry of Health Headquarters, Capital Hill, Lilongwe** at or before **14:00 hours local time on 28th March, 2025**. All bids must be accompanied by a **Duly Signed and Stamped Bid Securing Declaration and Declaration of Undertaking Form**.
6. Electronic bidding will Not be permitted and Late bids shall be rejected.

Bids will be opened in the presence of the bidders' representatives who choose to attend at the address shown at 7(c) below at **14:00 hours local time on 28th March, 2025**.

7. Ministry of Health does not bind itself to accept the lowest or any other bid and reserves the right to cancel the whole or in part of the procurement proceeding at any stage.
8. The addresses referred to above are:
 - (a) Address for Inspection of Bidding Documents:
The Procurement and Disposal Unit
1st Floor, Room number 73, Ministry of Health,
P.O. Box 30377
Capital Hill,
Lilongwe, MALAWI.
Email Address: happyngoma01@gmail.com and cc emmiewaya@yahoo.com
Tel: 265 1 789 400 **Fax:** 265 1 789 431
 - (b) Address for Submission of Bids:
The Chairperson, Internal Procurement and Disposal Committee,
2nd Floor, Ministry of Health, Tender Box
P.O. Box 30377
Capital Hill,
Lilongwe, MALAWI.
 - (c) Address for Bid Opening:
1st Floor, Ministry of Health Conference Room,
Capital Hill,
Lilongwe, MALAWI.