

## MALAWI LEGAL AID BUREAU

# INVITATION FOR BIDS FOR SUPPLY AND DELIVERY OF MOTOR VEHICLES

**Date of Issue: 1st March, 2025**

1. **Malawi Legal Aid Bureau** with financial support from the European Union Chilungamo Program II has budgeted funds towards procurement of under listed goods and related services. The Bureau now invites sealed bids from eligible bidders for delivery of goods and services as follows:

Brief Description	Procurement Reference number	Delivery Point
Supply and Delivery of Two SUV Motor Vehicles	LL/LAB/NCB/MV/25/1/D	Malawi Legal Aid Bureau Head Office - Lilongwe

2. The Chairperson, Internal Procurement and Disposal Committee now invites sealed bids from eligible bidders for the provision of the above goods and services
3. Bidding will be conducted in accordance with the open tender bidding procedures contained in the Government of Malawi's Public Procurement Act 2017, and is open to all bidders from eligible source countries.
4. Interested eligible bidders may obtain further information and inspect the bidding documents from the Procurement Unit at the address given below at 7(a) from 08:00-16:30 hours every day except Fridays, public holidays and weekends.
5. A complete set of bidding documents in English may be purchased by interested bidders from the address shown at 7(a) below and upon payment of a non-refundable fee of **MK35, 000.00**. The method of payment will be **cash**.
6. **Duty-Free Procurement:** Please note that the Malawi Revenue Authority has cleared this procurement as duty-free. Therefore, all quoted prices should exclude import duty and related taxes.
7. Bids must be delivered to the address shown at 7(b) below, before **2pm** Malawi time on **Friday 28th March, 2025**. All bids must be accompanied by a bid security or a signed bid securing declaration form. 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 (b)

- (a) For clarification of Bidding document

**Attention: Supplies Assistant**  
**Malawi Legal Aid Bureau**  
**1st Floor Shire Building**  
**Off Paul Kagame Road**  
**P. O. Box 675**  
**LILONGWE**  
**Phone No: +265 999 24 38 60**  
**Email: [elkachenje@gmail.com](mailto:elkachenje@gmail.com) / [lkachenje@legalaidbureau.org](mailto:lkachenje@legalaidbureau.org)**

- (b) For submission of Bids

**The Chairperson**  
**Internal Procurement and Disposal Committee**  
**Malawi Legal Aid Bureau**  
**1st Floor Shire Building**  
**Off Paul Kagame Road**  
**P. O. Box 675**  
**LILONGWE**

8. Malawi Legal Aid Bureau is not bound in any way to accept the lowest or any bid but reserves the right to exercise choice of the lowest evaluated, substantially responsive bid.

**Note:** Procurement Proceeding may be cancelled at any stage.