



Republic of Malawi

OFFICE OF THE PRESIDENT AND CABINET (OPC)

## INVITATION FOR BIDS National Competitive Bidding

Date of Issue: 10<sup>th</sup> March, 2025

### Supply and Delivery of Goods and Services.

1. The Office of the President and Cabinet (OPC) has budgeted resources in the Financial Year 2025-2026 towards the cost of implementing various programmes and it intends to apply part of the funds towards payments under contracts for supply and delivery of goods and services.
2. The Chairperson, Internal Procurement and Disposal of Assets Committee, Office of the President and Cabinet (OPC), on behalf of the Government of Malawi now invites sealed bids from eligible and qualified bidders for the supply and delivery of various Goods and Services as follows:

No	Procurement Reference number	Description	Period
i.	090/OPC/NCB/ G/25-26/01	Supply and Delivery of Stationery and Toner	12 months
ii.	090/OPC/NCB/G/ 25-26/02	Supply and Delivery of Maintenance Materials	12 months
iii.	090/OPC/NCB/G/ 25-26/03	Supply and Delivery of Motor Vehicle Tyres, Tubes, Batteries, Battery Acid and Motor Cycle Tyres, Tubes and Batteries	12 months
iv.	090/OPC/NCB/S/ 25-26/04	Provision of Security Services	12 months
v.	090/OPC/NCB/S/ 25-26/05	Provision of Cleaning Services	12 months

**For Supply and Delivery of Stationery and Toner, Maintenance Materials and Motor Vehicle Tyres, Tubes, Batteries, Battery Acid and Motor Cycle Tyres, Tubes and Batteries**, the Bidder must quote for all items in the lot. Qualifications requirements include minimum of three (3) years in the overall experience of the firm in the supply/provision of similar goods/services.

3. Bidding will be conducted through National Competitive Bidding (NCB) procedures specified in accordance with the Public Procurement and Disposal of Assets Act (No.27 of 2017) and Regulations of the Government of the Republic of Malawi and is open to all eligible bidders.
4. Interested bidders may obtain further information and inspect the Bidding Documents from the **Procurement and Disposal Unit** at the address given at paragraph 8a below from 08.00 to 12-00; 13.00 to 16.00 hours local time (Monday to Friday, except national public holidays).
5. A complete set of Bidding Documents in English Language may be purchased by interested bidders at the address below at paragraph 8(b) and upon payment of a non refundable fee of **MK5, 000.00 (Five Thousand Kwacha)**. The method of payment will be cash or bank certified cheque and a General Receipt will be issued.
6. The Bidding Documents will be issued to the bidders immediately upon presentation of an Original General Receipt as a proof of payment and bidding documents will be issued from the **Procurement and Disposal Unit, Room Number 21**.
7. Sealed Bids clearly marked on the outer envelope "**Tender Description and Reference Number**" must be delivered to the address below at 8(c) on or before **9<sup>th</sup> April, 2025, 14:00 hours local time**. Electronic bidding **will not be permitted**. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at paragraph 8(d) on **9<sup>th</sup> April, 2025 at 14:00 hours local time**. All bids must be accompanied by dully signed **Bid Securing Declaration Form** on the bidder's letter head.
8. Addresses for inspection, purchase, collection ,submission and opening of bids:
  - (a) Address for Inspection, clarifications and collection of documents  
**Procurement and Disposal Unit, Room Number 21  
Office of the President and Cabinet**
  - (b) Address for Payment of Non-Refundable Fees  
**Cash Office, Room Number 30  
Office of the President and Cabinet**
  - (c) Address for Submission of Bids  
**The Chairperson  
Internal Procurement and Disposal of Assets Committee  
Office of the President and Cabinet, Private Bag 301, Lilongwe**  
  
**Tender Box  
Near Ground Floor Stairs  
Office of the President and Cabinet**
  - (d) Address for Opening of Bids  
**Conference Room, First Floor  
Office of the President and Cabinet (Capital Hill)**

*Signed*

**The Chairperson**

**Internal Procurement and Disposal of Assets Committee  
OFFICE OF THE PRESIDENT AND CABINET**