



RESERVE BANK OF MALAWI

INVITATION TO BID (ITB)

SUPPLY AND DELIVERY OF IPADS.

NATIONAL COMPETITIVE BIDDING

Date of issue: **5 March 2025**

Procurement Reference number: **RBM/ ICT/04/2025**

1. **The Reserve Bank of Malawi (the Bank)** has budgeted resources in the 2025 Financial Year towards the purchase of iPads and now invites sealed bids from eligible bidders as follows:

Description of Goods	Quantity	Unit of Measure	Delivery Period
Supply and delivery of iPads	10	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; **"Tender for Supply & delivery of iPads"** should be delivered to the address shown in 6(b) below on or before **2 April 2025 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 **2 April 2025 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: **"Tender for Supply & delivery of iPads"** 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**