



MALAWI ELECTORAL COMMISSION

## INVITATION FOR BIDS

For

# Supply and delivery of Tonner and Printer accessories

Tender Reference Number : MEC/2024/2025/T-PA/NCB/008

Date of Issue : 8th March , 2025

The Malawi Electoral Commission (MEC) is inviting sealed bids from eligible bidders for Supply and delivery of Tonner and Printer accessories as follows:

| Description of Goods or Related Service               | Reference Number           | Delivery Completion period (days/ wks/mths) |
|---|----------------------------|---|
| Supply and Delivery of Tonner and Printer accessories | MEC/2024/2025/T-PA/NCB/008 | 2 Weeks                                     |

- 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.
- Interested eligible bidders may obtain further information from Malawi Electoral Commission and inspect the bidding documents at the address given below at 6(a) during working days from 8.00am to 12.00pm and from 1.00pm to 4.00pm.
- A complete set of Bidding Documents in English may be purchased by interested bidders or their representatives at MEC Cash Office, 2nd Floor, Room No. 316, Chisankho House, City Centre upon payment of a non-refundable fee of **MK10,000.00 (Ten Thousand Malawi Kwacha)** per tender, payable by depositing to MEC bank account. Bidders should then collect their bidding documents from the office of the Procurement Manager at the address given below at 6(a) during working days from 8.00am to 12.00pm and from 1.00pm to 4.00pm. Payment should be made through an FDH Bank Account: **Malawi Electoral Commission, Account: 1040000098847, Blantyre Branch.**
- Bids clearly marked on the outer envelope with tender name and reference number must be delivered to the address at 6(b) below and deposited in the tender box located at the Reception of MEC Head Offices in Lilongwe in Procurement Department at or before **14:00 hours** local time on **4th April 2025**. 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 6(c) below at **14:00 hours** local time on **4th April 2025**.
- Malawi Electoral Commission 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.
- The addresses referred to above are:
  - Documents may be inspected at:  
**The Procurement Manager**  
**Chisankho House, City Centre**  
**Plot number 13/5, Off Independence Drive, Ground Floor**  
**Private Bag 113**  
**LILONGWE.**  
Email Address: [procurement@mec.org.mw](mailto:procurement@mec.org.mw)
  - Bids must be delivered to:  
**Procurement Office Reception**  
**Chisankho House, City Centre**  
**Plot number 13/5, Off Independence Drive, Ground Floor**  
**LILONGWE.**
  - Address for Bid Opening:  
**Malawi Electoral Commission Main Boardroom**  
**Chisankho House, City Centre**  
**Plot number 13/5, Off Independence Drive, 2nd Floor**  
**LILONGWE.**