



Trusted Partner in Healthcare

INVITATION TO BID FOR PROVISION OF INSURANCE SERVICES

NATIONAL COMPETITIVE BIDDING

DATE OF ISSUE : 11th MARCH 2025
PROCUREMENT NO : CMST/IS/024/001392

1. **Central Medical Stores Trust (CMST)** has funds budgeted for the provision of insurance services.
2. CMST therefore invites sealed bids from eligible bidders for the **Provision of Insurance Services**.
3. Bidding will be conducted through National Competitive Bidding (NCB) procedures contained in the Government of Malawi's Public Procurement and Disposal of Public Assets Act (2017) and Public Procurement Regulations (2020), and is open to all registered and licensed Insurance Companies or Insurance Brokers in accordance with Reserve Bank of Malawi Insurance Regulations.
4. Interested eligible bidders may obtain further information from Central Medical Stores Trust and inspect the bidding documents at the address given below at 7(a) from 08H00 to 12H00 and 14H00 to 16H00 local time, Monday to Friday, except national holidays.
5. A complete set of Bidding Documents in English may be purchased by interested bidders from the address shown at 7(b) below and upon payment of a non-refundable fee of **MK10,000.00**. The method of payment will be cash or bank certified cheque.
6. All bids must be accompanied by a bid securing declaration form in the format indicated in the bidding document.
7. Bids must be deposited in the Tender Box at address 7(c) below on or before **11th April 2025 at 14H00**, local time. Electronic bidding will not be permitted and Late Bids will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address 7(d) below on **11th April 2025 at 14H00**, local time.
8. Any request for clarifications by interested firms regarding this advert should be submitted in writing or via email to the address at 7(a) below:
 - a) Address for clarifications, inspection and issuing of documents:
The Procurement Manager
Central Medical Stores Trust Headquarters
Mzimba Street
Opposite Kamuzu University of Health Sciences (Kuhes) Campus
Private Bag 55
LILONGWE.
Fax: +265 01 751 326
Tel: +265 1 752 760
Email: procurement@cmst.mw
 - b) Address for Payment of Non-refundable fee
Central Medical Stores Trust Headquarters
National Bank of Malawi
City Centre Branch
Account Number 1000252162
Lilongwe
MALAWI.
 - c) Address for submission of bids:
The Chairman
Internal Procurement and Disposal Committee
Central Medical Stores Trust Headquarters
Mzimba Street
Opposite Kamuzu University of Health Sciences (Kuhes) Campus
Tender Box
Ground Floor
Private Bag 55
LILONGWE.
 - d) Address for opening of bids:
Central Medical Stores Trust Headquarters,
Conference Room First Floor,
Mzimba Street,
Opposite Kamuzu University of Health Sciences (Kuhes) Campus,
Private Bag 55,
LILONGWE.

Signed
The Chairperson
Internal Procurement and Disposal Committee (IPDC)
Central Medical Stores Trust
Mzimba Street,
Opposite Kamuzu University of Health Sciences (Kuhes) Campus,
Private Bag 55,
Lilongwe
Malawi

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