



MALAWI UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)

INVITATION FOR BIDS

Issued Date: 25th March, 2025

1. The Malawi University of Science and Technology (MUST) has budgeted resources towards the cost of implementing various programs in the University and it intends to apply part of the funds towards payments for the provision of various services.
2. The Chairman, Internal Procurement and Disposal Committee, Malawi University of Science and Technology, now invites sealed bids from eligible and qualified bidders for the **Provision of Legal Services**.

Procurement Reference Number	Description of Related Services and Goods	Delivery Period
NCB-MUST-S-2024/25-200	Provision of Legal Services on Retainership	12 months

3. Bidding will be conducted through National Competitive Bidding (NCB) procedures specified in accordance with the Public Procurement and Disposal of Public Assets Act, and Procurement Regulations of the Government of the Republic of Malawi.
4. Interested eligible bidders may obtain further information from the Procurement and Disposal Unit and inspect the Bidding Document at the address given below at 7(a) from 08.00 to 12.00 and 13.00 to 16.00 hours local time (Monday to Friday, except on national public holidays).
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 **MK10,000.00**. The method of payment shall be Cash.
6. Bids must be delivered to the address shown at 7(b) below and deposited in a box marked "Tender Box" that is placed at the Reception Area on or before **14th April, 2025 at 10.00 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 7(c) on **14th April, 2025 at 10.00 hours local time**.
7. Address for inspection, purchase, collection, submission and opening of bids:
 - a) *Address for Inspection, clarifications and issuing of bidding documents*
The Acting Procurement Manager
Malawi University of Science and Technology
Procurement Unit, Room 39, Ground Floor
Ndata, Thyolo, Post Office Box 5196
Limbe, MALAWI.
 - b) *Address for Submission of Bids*
The Chairman
Internal Procurement and Disposal Committee
Malawi University of Science and Technology
Ndata, Thyolo, Post Office Box 5196
Limbe, MALAWI.
 - c) *Address for Bid Opening*
Malawi University of Science and Technology,
The Mini Conference Room, Ground floor,
Ndata, Thyolo, Post Office Box 5196
Limbe, MALAWI.

Signed
The Chairman

(Internal Procurement and Disposal Committee)
Malawi University of Science and Technology