



INVITATION FOR BIDS

SUPPLY AND DELIVERY OF GOODS AND RELATED SERVICES

Parliament of Malawi has budgeted public funds to be used for the procurement of Goods and Related Services. The Parliament of Malawi now invites sealed bids from eligible bidders for the procurement of the following:

NO.	DESCRIPTION	PROCUREMENT REFERENCE NUMBER	TARGET GROUP	DURATION OF THE CONTRACT
1.	Provision of Catering Service and Management of Cash Bar	POM/NCB/PDU/S/ CATERING/2025-2026 (Framework Agreement)	Open to all	12 Months
2.	Provision of Building Insurance Services	POM/NCB/PDU/S/ INSUR/2025-2026 (Framework Agreement)	Open to all	12 Months
3.	Provision of Residential Guarding Services	POM/NCB/PDU/S/ SECURITY/2024-2025 (Framework Agreement)	Open to all	12 Months
4.	Provision of Waste Management Services	POM/NCB/PDU/S/ WASTE/2025-2026 (Framework Agreement)	Open to all	12 Months

1. Bidding will be conducted in accordance with Open Tender procedures contained in the Public Procurement and Disposal of Public Assets Act No. 27 of 2017 of the Government of the Republic of Malawi and is open to all bidders from eligible source countries.
2. Parliament shall hold a compulsory pre-bid meeting and site visit for the Provision of Waste Management Services, on **Friday, 11th April, 2025, at 10:00 hours** and this shall form part of evaluation.
3. Interested bidders may obtain further information, inspect and collect the Bidding Documents from the following address:

The Procurement and Disposal Unit
Parliament of Malawi
Presidential Way
Parliament Building - Room No. 247
LILONGWE
Attention: The Ag. Chief Procurement Officer
Tel: +265 1 776 192/0884991939/0884637862
Email: procurement@parliament.gov.mw

4. A complete set of Bidding Document in English may be purchased by interested bidders in person upon payment of a non-refundable fee of **MK5,000.00** at the address in paragraph 8(a) below between 8:00 a.m. and 4:30 p.m. working days. The method of payment will be in form of cash.
5. Bids clearly marked with procurement reference number and sealed must be deposited in the Tender Box at the address in paragraph 8(b) below at or before **14:00 hours** (local time) on **Friday, 25th April, 2025**. Late bids will be rejected and electronic bidding is not allowed.
6. Bids will be opened in the presence of the bidders or their representatives, who choose to attend in person in the Boardroom at the address in paragraph 8(c) below at **14:00 hours** (local time) on **Friday, 25th April, 2025**.
7. The addresses referred to above are:

- (a) Purchase of the Bidding Documents:
Cash Office - Room Number 115
Parliament of Malawi
Parliament Building
Private Bag B362
LILONGWE 3
- (b) Submission of the Bid:
The Chairperson
Internal Procurement and Disposal Committee
Parliament of Malawi
Parliament Building - Information Desk
Private Bag B362
LILONGWE 3
- (c) Opening of the Bids:
Parliament of Malawi
Parliament Building - Room No. 251
Presidential Way
LILONGWE 3