



The Republic of Malawi  
**MINISTRY OF HEALTH**  
**(GLOBAL FUND/GAVI- PIU)**

## **INVITATION TO TENDER NOTICE**

### **National Competitive Bidding (NCB)**

#### **PROCUREMENT OF KEY HEALTH MANAGEMENT INFORMATION SYSTEM (HMIS) REGISTERS**

**Procurement Ref. No. MOH/NCB/S/GF/TB-HIV/2025/001**  
**Date of Issue: 08<sup>th</sup> April 2025**

The Government of Malawi through the Ministry of Health has been receiving support from The Global Fund since 2003. The Ministry of Health (MOH) is the public sector Principal Recipient (PR) of the Global Fund Grant. In order to effectively administer and manage the grant, the Ministry established a Program Implementation Unit (PIU) to undertake some of the functions of the Principal Recipient in the implementation of the Global Fund Grant. In Line with the MOH HIS Policy the central monitoring and evaluation division (CMED) in the department of Planning and policy Development coordinates implementation of HMIS activities at all Levels of the sector in the country. CMED is facilitating procurement of key HMIS registers required by the Programs to avert stock outs and prevents data loss . Ministry of Health-PIU now invites eligible bidders to participate in the tender for supply of HMIS registers

The bidding process consist of **Three (3) lots**, Bidders are invited to bid for all items in each lot *(Details are in the Bidding Document) but no any bidder will be awarded more than one LOT .*

1. Bidding will be conducted in accordance with the National Competitive Bidding (NCB) procedures specified in the Public Procurement and Disposal of Assets (PPDA) Act 2025 and its Public Procurement Regulations 2020 of the Republic of Malawi.
2. A detailed bidder qualification requirements and evaluation criteria can be found in the bidding Document for this tender process.
3. A complete set of the Bidding document in English language may be purchased by interested bidders upon payment of a non-refundable fee of **MK10, 000.00 (Ten Thousand Kwacha only)**. The method of payment will be cash or bank certified cheque. The Bidding Documents can be purchased at the address below from 8<sup>th</sup> April 2025 8:AM to 4:00PM.

**Ministry of Health (CHSU- GLOBAL FUND PIU)- Global Fund Finance Office, EPI Building 3<sup>rd</sup> Floor, Off Mtunthama Road, Area 3, P.O. Box 30377, Lilongwe, Malawi.**

4. Bids must be delivered by depositing the package in the Tender Box located on the ground floor EPI BUILDING, Global Fund/GAVI- PIU, CHSU- Ministry of Health, Off Mtunthama Road, Area 3, P.O. Box 30377, Lilongwe, Malawi, no later than 28<sup>th</sup> April 2025, at 10:00 AM local time. Electronic submission will not be accepted. Late bids will be rejected. Below is the full address for bid submission:
5. A public bid opening event will be held soon after the closing period of the receipt of bids. Bidders' or their representatives who wish to attend in person are welcome to participate. Further information can be found in section two (2) of the Bidding Document.
6. **Bidders are required to conduct mandatory viewing of the samples at the Ministry of Health Global fund/GAVI-PIU EPI Building 3<sup>rd</sup> Floor in area 3 CHSU. Bidder details will be captured as a proof of participation in this process.**

For clarification purposes only, the Procuring Entity's address is:  
Attention: Procurement Specialist  
Floor/Room number: EPI Building, Third Floor,  
Street Address: Off Mtunthama Drive, CHSU Area 3  
Town/City: Lilongwe  
Country: MALAWI

Eligible bidders may obtain further information from the Global Fund PIU Procurement Department by writing to the following email addresses:  
[pluprocurement@mohpiu.com](mailto:pluprocurement@mohpiu.com)

The Chairperson,  
Internal Procurement and Disposal Committee (IPDC)  
Ministry of Health