



MINISTRY OF NATURAL RESOURCES AND CLIMATE CHANGE

INVITATION FOR BIDS

NATIONAL COMPETITIVE BIDDING (NCB)

(Procurement reference No 470/IPDC/DoF/CW/2024-25/001)

CONSTRUCTION OF 5 STOREY OFFICE BLOCK FOR DEPARTMENT OF FORESTRY

1. **The Ministry of Natural Resources and Climate Change** has budgeted funds in the financial year 2025/2026 for **Construction of 5 Storey Office Block for Department of Forestry**.
2. The Chairperson, Internal Procurement and Disposal Committee, Ministry of Natural Resources and Climate Change invites sealed bids for Construction of 5 Storey Office Block for the Department of Forestry from eligible Bidders who are currently registered in the **Unlimited category for Building** with the National Construction Industry Council of Malawi (N.C.I.C).
3. The Department of Forestry shall conduct a pre-bid visit and meeting at the Department of Forestry, City Centre, Lilongwe on **2nd May, 2025, starting from 10:00hours**. Please note that attendance to pre-bid meeting is mandatory and each bidder will be provided with attendance certificate. Those who choose not to attend their bids will be disqualified.
4. Interested eligible bidders may obtain further information from **The Director of Buildings, Ministry of Transport Office Block-Capital Hill, P/Bag B365, Lilongwe and Attention: the Quantity Surveyor**, e-mail address: **142693@boma.gov.mw**; and inspect the Bidding Documents at the address (1) given below from **Tuesday, 29th April, 2025 at 9:00hours to 12:00hours** and from **13:30 hours to 16:30hours** Malawian time.
5. A complete set of Bidding Documents in **English** may be purchased by interested bidders on the submission of a written Application to the Department of Forestry, Nkhalango House and upon payment of a non-refundable fee of **MK20,000.00 (Twenty Thousand Kwacha only)**. The method of payment will be cash or bank certified cheque and a receipt will be issued for all payments from the Cash or bank certified check. The Bidding Documents will be collected by bidder immediately upon payment or be sent by express mail or courier in which case the applicant/bidder should clearly indicate the delivery address and bear the costs.
6. Bids must be delivered to the address (1) below (by depositing in a Tender Box located on the ground floor near entrance to the main building) at or before **10:00 hours** Local Time on **Tuesday, 27th May, 2025**. Electronic bidding will not be permitted. Late bids will be rejected.
7. Bids will be opened in the presence of the bidders' representatives who choose to attend in person at the address (1) below at **10:00 hours** Local Time on **Tuesday, 27th May, 2025**, in the Department of Forestry Conference Room. All bids must be accompanied by a duly signed Bid Securing Declaration.
8. The Ministry of Natural Resources and Climate Change does not bind itself to accept the lowest or any bid, but reserves the right to exercise choice of the lowest evaluated substantially responsive bid in accordance with what it considers to be in its best interest.

**The IPDC Chairperson,
Internal Procurement and Disposal Committee,
Department of Forestry
Ministry of Natural Resources and Climate Change
Nkhalango House, City Centre,
P.O. Box 30048,
LILONGWE 3.**