



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

INVITATION TO TENDER NOTICE

Tender Name:

**Procurement of Conference Facilities and Outdoor
Catering Services (Multiple Framework Agreements)
FY2025/2026**

Ref. No. MOH/NCB/S/GF/TB-HIV/2025/003

1. **The Government of Malawi** has been receiving support from **The Global Fund and GAVI** since 2003 and 2002, respectively. The Ministry of Health (MOH) is the public sector Principal Recipient (PR) of the Global Fund Grant and Gavi. In order to effectively administer and manage the grants, the Ministry established a Program Implementation Unit (PIU) to undertake key functions of the PR for the achievement of the underpinning strategic objectives. The Ministry of Health-PIU now invite interested service providers for conference facilities, accommodation and outdoor catering to submit documents for the framework agreements.
2. Bids will be evaluated through the National Competitive Bidding (NCB) procedures specified in the Public Procurement Act 2017 and its associated Regulations of the Republic of Malawi.
3. The total number of lots is two (2)
 - i. **Lot 1: Provision of Conference Facilities and Accommodation**
 - ii. **Lot 2: Provision of Outdoor Catering Services**
4. **A complete set of the Bidding Document in English language may be requested by the interested bidders for free via the following email address: piuprocurement@mohpiu.com;**
5. Bids must be enclosed in an envelope labelled **"Procurement of Conference Facilities and Outdoor Catering Services Multiple Framework Agreements FY2025/2026; Ref. No. MOH/NCB/S/GF/TB-HIV/2025/003"** delivered by depositing the package in the **tender box** located on the entrance of the EPI Building **no later than 21st May, 2025, 14:00 hours local time**. Electronic submission will not be accepted. Late proposals will be rejected. Below is the full address for bid submission:

The Chairperson, Internal Procurement & Disposal Committee (IPDC), Ministry of Health (CHSU – PIU), Mtunthama Road, Area 3, P.O. Box 30377, Lilongwe, Malawi.
6. A public bid opening event will be held after the closing period for the reception of bids. Bidders' or their representatives who wishes to attend in person are welcome to participate: Further information can be found in section two (2) of the Bidding Document.
7. Interested eligible bidders may obtain further information by writing to the following email address:
piuprocurement@mohpiu.com

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