



MALAWI ELECTORAL COMMISSION

INVITATION FOR BIDS FOR SUPPLY AND DELIVERY OF CIVIC AND VOTER EDUCATION MATERIALS FOR POLLING

Procurement Reference Number: MEC/2025/2026/CVE/GE/NCB/004

Date of Issue: 30th April 2025

Closing Date: 29th May 2025

1. The Malawi Electoral Commission (MEC) is a Constitutional Body created to supervise and direct the conduct of all statutory elections and determination of constituency and ward boundaries on behalf of the Malawi Government. MEC intends to use part of its budgeted funds in the 2025/2026 financial year to procure Civic and Voter Education Material for polling.
2. Malawi Electoral Commission (MEC) is inviting sealed bids from eligible bidders for Supply and Delivery of Civic and Voter Education Materials for Polling.
3. Bidding will be conducted in accordance with the open National Competitive Bidding (NCB) procedures contained in the Government of Malawi's Public Procurement Legal Framework and is open to all bidders.
4. Interested bidders may obtain further information and/or inspect the bidding documents at the following address during working days from 8:00am to 4:00pm: **The Secretary, Internal Procurement and Disposal Committee, Malawi Electoral Commission, Chisankho House, City Centre, Private Bag 113, Lilongwe.** Email: procurement@mec.org.mw.
5. Bidding document in English may be purchased from MEC Accounts office at a non-refundable fee of **K10,000.00** payable through an FDH Bank Account: Malawi Electoral Commission, Account: 1040000098847, Blantyre Branch. Bidders should then collect their bidding document from Procurement Department after presenting a receipt as proof of payment.
6. Sealed bids clearly marked **"Supply and Delivery of Civic and Voter Education Materials for Polling"** must be delivered to the address below at 8(a) and deposited in the tender box located at the Reception of MEC Head Offices in Lilongwe in Procurement Department at or before 14:00 Hours Local Time on **29th May, 2025**. Late bid will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 7(b) at **14:00 Local Time on 29th May, 2025**
7. Addresses for Submission and Opening of bids
 - (a) *Address for Submission of bids:*
**The IPDC Chairperson, Malawi Electoral Commission
Chisankho House, City Centre
Ground Floor, Procurement Department Reception
Private Bag 113
Lilongwe
MALAWI.**
 - (b) *Address for Opening of bids:*
**Malawi Electoral Commission's Boardroom
2nd Floor, Chisankho House, City Centre
Off Independence Drive
Lilongwe
MALAWI.**