



Republic of Malawi

Ministry of Basic & Secondary Education (MoBSE)

Invitation to Bid (ITB)

Procurement Method : Open Tender (National Competitive Bidding)
Procurement Reference Number : 025/MoBSE/NCB/IPDC/CS/2025-26/01
Subject of Procurement : Supply and Delivery of Motorcycles
Date of Issue : 23rd May, 2025

1. The Ministry of Basic and Secondary Education (MoBSE) has budgeted resources in the 2025-2026 Financial Year towards the cost of implementing various programs in the Education Sector, and intends to apply part of the funds towards payments under the tenders as follows:

Lot no.	Description of goods	Quantity	Delivery period
Lot 1	Supply and Delivery of Motorcycles.	100	6-8 Weeks
Lot 2	Supply and Delivery of Motorcycles.	100	6-8 Weeks

2. The Chairperson, Internal Procurement and Disposal Committee of the Ministry, now invites sealed bids from eligible and qualified suppliers and service providers for the tenders above.
3. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement and Disposal of Assets Act (2025) and Regulations of the Government of the Republic of Malawi and is open to all qualified and eligible bidders
4. Interested eligible bidders may obtain further information or inspect bidding documents at the address given below in paragraph 9(a). Inspection can be done during office hours from 8:00-16:00 hours local time from Monday to Friday except public holidays.
5. A complete set of Bidding Documents in English may be obtained by interested bidders from the address below in paragraph 9(b) upon payment of a non-refundable fee of **MK5,000.00** at the address given below in paragraph 9(c), payable in cash.
6. Bids in sealed envelopes and clearly marked with the tender number must be delivered at the address given below in paragraph 9(d) on or before **Thursday 12th June, 2025, 10:00 hours** (local time). Electronic bidding will not be permitted. Late bids will be rejected and shall be returned to the owners unopened. All bids must be accompanied by a Bid Securing Declaration.
7. Bids will be opened in the presence of the bidders' representatives, who choose to attend in person at the address in 9(e) below at **10:00 hours** (local time) on **Thursday, 12th June, 2025**.
8. The Ministry reserves the right to reject any or all bids.
9. The addresses referred to the above are;
- a. For the Inspection of Bids
Ministry of Basic & Secondary Education (MoBSE)
Capital Hill Circles, Procurement and Disposal Unit,
Ground Floor, Room No.35
Private Bag 328, LILONGWE 3
- b. For Collection of Bidding Documents
Ministry of Basic & Secondary Education (MoBSE)
Capital Hill Circles, Procurement and Disposal Unit,
First Floor, Room No.71
Private Bag 328, LILONGWE 3
- c. For Payment of Non-refundable Fee
Ministry of Basic & Secondary Education (MoBSE),
Cash Office, Ground Floor, Room No. 14
Capital Hill Circles, Private Bag 328, Lilongwe 3, MALAWI.
- d. For Bid Submission
The Chairperson
Internal Procurement and Disposal Committee (IPDC)
Ministry of Basic & Secondary Education (MoBSE)
Headquarters Building, Capital Hill, First Floor,
Tender Box placed near the Conference Room,
Lilongwe, MALAWI
- e. For Bid Opening
Ministry of Basic & Secondary Education (MoBSE)
Headquarters Building, Capital Hill, First Floor,
Conference Room, Lilongwe, MALAWI

Chairperson
Internal Procurement and Disposal Committee