



ADMARC LIMITED

INVITATION TO BID FOR PROVISION OF TECHNICAL MAINTENANCE SERVICES UNDER NATIONAL COMPETITIVE BIDDING (NCB)

PROCUREMENT REFERENCE NUMBER: ADMARC/NCB/MS/2025/2026/04

Date of Issue: Wednesday, 7th May 2025

1. **ADMARC Limited** has funds within its budget to be used for the acquisition of Technical Maintenance Services and invites sealed bids from eligible bidders for the provision of the following services under Framework Agreements:

Lot No.	Description of Services	Facility Type	Contract Period
1	Mechanical Services	Rice Milling Plants, Prepackaging Plants, Rice Colour Sorters, Groundnut Grading Plants, Maize Flour Milling Plants, Dhal Processing Plants, Cotton Ginneries, Tractors, Stacking Machines, Grain Dryers and Grain Cleaners	12 months
2	Electrical Services	Motor Control Boards, Electrical Panels, Distribution Systems, Generators, Lighting Systems, Transformers, PLCs, Fire Alarms, and Safety Electricals	12 months
3	Building & Structural Services	ADMARC Buildings, Warehouses, Platforms, Walkways, Foundations, Drainage Systems, Steel Structures and Factory Premises	12 months
4	Ginneries and Plants Routine Services	ADMARC Ginneries and both fixed & mobile plants like Tractors, gensets, stacking machines, grain dryers, and grain cleaners	12 months
5	Safety & Fire Fighting Equipment Services	Fire Extinguishers, Fire Hydrants, Safety Signage, Fire Hose Reels, Alarm Systems and Fire Engines located at ADMARC Factories and Offices	12 months

2. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement Law and Regulations of the Government of the Republic of Malawi and is open to all bidders from eligible source countries.
3. Interested eligible bidders may obtain further information from ADMARC Limited and inspect the bidding documents in the **Procurement and Asset Disposal Unit** from **07:30am to 4:30pm from Monday to Friday**.
4. A complete set of Bidding Documents in English may be purchased by interested bidders by submitting a proof of payment slip to the **Senior Accountant's Office** upon payment of a non-refundable fee of **MK10,000.00 (Ten Thousand Kwacha Only)**. The method of payment will be through ADMARC Limited National Bank Account Number 2089033, Customs Road Branch.
5. A compulsory site briefing (pre-bid meeting) will be held on **Tuesday, 20th May 2025 at 10:00 AM** at the Liwonde ADMARC Factory, located in Liwonde Town, along Nsanama Road. Attendance is mandatory and failure to attend will result in disqualification from the bidding process.
6. Sealed bids clearly marked on the outer envelope with a bid description and procurement reference number must be deposited in the Tender Box at the **Main Reception, ADMARC Limited, Corner Tsiranana Road, Limbe** at or before **2.00pm on Thursday, 5th June 2025**. Late bids shall be rejected and returned to the bidder unopened. Bids will be opened in the presence of the bidders' representatives who choose to attend, in the **ADMARC Limited Corporate Marketing Board Room, ADMARC Limited Head Office, Corner Tsiranana Road, Limbe** at **2:00pm on Thursday, 5th June 2025**.