



MALAWI ELECTORAL COMMISSION

Invitation for Bids for Supply and delivery of Non-Sensitive Electoral materials

Procurement Reference No. : MEC/2025/2026/N-SEM/TPE/NCB/001

Date of Issue : 16th April, 2025

Closing Date : 15th 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 for Procurement of **Supply and delivery of Non-Sensitive Electoral Materials** as below.

| Lot No. | Description of Goods | Quantity | Delivery Period |
|---------|---|----------|-----------------|
| 1 | Lighting and Electrical Materials | various | 6 Weeks |
| 2 | Stationery and Miscellaneous Materials | various | 6 Weeks |
| 3 | Personal Protective and Hygiene Supplies | various | 6 Weeks |
| 4 | Polling Materials (Kit Boxes and Signposts) | various | 6 Weeks |
| 5 | Polling Furniture | various | 6 Weeks |

2. 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.
3. 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.
4. 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 the Procurement Department after presenting a receipt as proof of payment.
5. Sealed bids clearly marked **"Supply and delivery of Non-Sensitive polling materials"** must be delivered to the address below at 6(a) and deposited in the tender box located at the Reception of MEC Head Offices in Lilongwe in Procurement Department at or before **10:00 Hours** Local Time on **15th 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 6(b) at **10:00** Local Time on **15th May, 2025**.
6. 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
Private Bag 113
Lilongwe
MALAWI.**