



## MALAWI ELECTORAL COMMISSION

# INVITATION FOR BIDS FOR THE FOLLOWING PROCUREMENTS

1. Supply and Delivery of Motor Vehicle Tyres, Batteries and Oils.
2. Supply and Delivery of Laptop Computers, Desktop Computers and EMS Infrastructure spares

Date of Issue : 12th June 2025  
Closing Date : 1st July 2025

**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 Motor Vehicle Tyres, Batteries and Oil and Laptop Computers, Desktop Computers and EMS Infrastructure spares.

1. **The Malawi Electoral Commission (MEC)** is inviting sealed bids from eligible bidders as follows

PROCUREMENT	REFERENCE NUMBER	DESCRIPTION
1	MEC/2025/2026/TBO/GE/NCB/005	Supply and delivery of Motor Vehicle Tyres, Batteries and Oil
2	MEC/2025/2026/ICT/EMS/NCB/006	Supply and delivery of Laptop Computers, Desktop Computers and EMS Infrastructure Spares

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](mailto: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.

Sealed bids clearly marked (1) **"Motor Vehicle Tyres, Batteries and Oil"** (2) **"Laptop Computers, Desktop Computers and EMS Infrastructure spares"** must be delivered to the address below at 5(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 **1st July 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 5(b) at **10:00 Hours** Local Time on **1st July 2025**

5. 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.**