



ADMARC LIMITED

## INVITATION TO BID (ITB) FOR PROVISION OF REHABILITATION WORKS BY NATIONAL COMPETITIVE BIDDING (NCB)

PROCUREMENT REFERENCE NUMBER: ADMARC/NCB/REHAB/2025/2026/11

Date of Issue: Monday, 23rd June 2025

1. ADMARC Limited has budgeted public funds to be used for procurement of the rehabilitation works specified below and now invites sealed bids from eligible bidders for the provision of the following:

Lot No.	Description of Works
1	Rehabilitation of 2 (qty) ADMARC Welfare Houses in Limbe
2	Rehabilitation of Karonga Division Office, Fence, Carport and Flag Area
3	Rehabilitation of ADMARC Cottage in Lusangazi - Mzuzu Division
4	Rehabilitation of Salima Division Office, Main Cottage, Servant Quarters, and a Burnt Structure

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. Compulsory site briefing (pre-bid) meetings will be held as follows:

Lot No.	Description of Works	Date	Time
1	Rehabilitation of 2 (qty) ADMARC Welfare Houses in Limbe	8th July 2025	2:00 pm
2	Rehabilitation of Karonga Division Office, Fence, Carport and Flag Area	10th July 2025	2:00 pm
3	Rehabilitation of ADMARC Cottage in Lusangazi - Mzuzu Division	11th July 2025	2:00 pm
4	Rehabilitation of Salima Division Office, Main Cottage, Servant Quarters, and a Burnt Structure	14th July 2025	2:00 pm

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 **Tuesday, 29th July 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 Tuesday, 29th July 2025**.