



**Trusted Partner in Healthcare**

## **INVITATION TO BID FOR SUPPLY AND DELIVERY OF STATIONERY, TONER AND OFFICE SUPPLIES**

**NATIONAL COMPETITIVE BIDDING**

**DATE OF ISSUE: 24th JUNE 2025**

**PROCUREMENT NO: CMST/G/025/001460**

1. **Central Medical Stores Trust (CMST)** has funds budgeted for the **supply and delivery of stationery, toner and office supplies.**
2. CMST therefore invites sealed bids from eligible bidders for the supply and delivery of stationery, toner and office supplies.
3. Bidding will be conducted through National Competitive Bidding (NCB) procedures contained in the Government of Malawi's Public Procurement and Disposal of Public Assets Act (2025) and Public Procurement Regulations (2020), and is open to all registered Small and Medium Enterprises.
4. Interested eligible bidders may obtain further information from Central Medical Stores Trust and inspect the bidding documents at the address given below at 7(a) from 08H00 to 12H00 and 14H00 to 16H00 local time, Monday to Friday, except national holidays.
5. A complete set of Bidding Documents in English may be purchased by interested bidders from the address shown at 7(b) below and upon payment of a non-refundable fee of **MK10,000.00**. The method of payment will be cash or bank certified cheque and ensure that you get a receipt from CMST for the purchase.
6. All bids must be accompanied by a bid securing declaration form in the format indicated in the bidding document.
7. Bids must be deposited in the Tender Box at address 7(c) below on or before **14th July 2025 at 14H00**, local time. Electronic bidding will not be permitted and Late Bids will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address 7(d) below on **14th July 2025 at 14H00**, local time.
8. Any request for clarifications by interested firms regarding this advert should be submitted in writing or via email to the address at 7(a) below:
  - a) Address for clarifications, inspection and issuing of documents.  
**The Procurement Manager  
Central Medical Stores Trust Headquarters  
Mzimba Street  
Opposite Kamuzu University of Health Sciences (Kuhes) Campus  
Private Bag 55  
Lilongwe.  
Fax: +265 01 751 326  
Tel: +265 1 752 760  
Email: [procurement@cmst.mw](mailto:procurement@cmst.mw)**
  - b) Address for Payment of Non-refundable fee  
**Central Medical Stores Trust Headquarters  
National Bank of Malawi,  
City Centre Branch,  
Account Number 1000252162,  
Lilongwe, Malawi.**
  - c) Address for submission of bids:  
**The Chairman  
Internal Procurement and Disposal Committee  
Central Medical Stores Trust Headquarters  
Mzimba Street  
Opposite Kamuzu University of Health Sciences (Kuhes) Campus  
Tender Box  
Ground Floor  
Private Bag 55  
LILONGWE.**
  - d) Address for opening of bids:  
**Central Medical Stores Trust Headquarters  
Conference Room First Floor  
Mzimba Street  
Opposite Kamuzu University of Health Sciences (Kuhes) Campus  
Private Bag 55  
LILONGWE.**

Signed  
The Chairperson  
Internal Procurement and Disposal Committee (IPDC)  
Central Medical Stores Trust  
Mzimba Street,  
Opposite Kamuzu University of Health Sciences (Kuhes) Campus,  
Private Bag 55,  
Lilongwe  
Malawi

**WWW.CMST.MW**