



# INVITATION FOR BIDS

The National Initiative for Civic Education (NICE) was established in 1999. In 2012 NICE became a Public Trust incorporated under the Public Trustees Act of 1962. The overall objective of NICE as an independent and autonomous Trust is to contribute towards strengthening and deepening of democratic process and improved governance in Malawi for accelerated economic growth and poverty reduction.

The National Initiative for Civic Education (NICE) Public Trust invites expressions of interest from eligible and qualified bidders for the renovation of residential quarters to be converted into an office.

Interested bidders are requested to collect the Bill of Quantities (BoQs) from the NICE Secretariat offices, located at Area 47, Sector 5, Plot Number 109/110, during working hours.

## REQUIREMENTS

*Interested bidders are invited to submit their Expressions of Interest along with the following documents:*

1. Business Registration Certificates
2. Detailed Company Profile – including business name, registered address, cellphone number, physical location and address, email address and profiles of key staff.
3. A Copy of Tax Registration Certificate and Tax Clearance Certificate for the 2025–2026 financial year.
4. A Valid PPDA Certificate
5. Valid MRA Certificates
6. A Valid NCIC Certificate
7. MERA Certificates
8. Minimum of three (3) client references from reputable organizations.

## SUBMISSION DETAILS

- Deadline for submission: **11th July 2025 at 02:00 PM**
- Bid opening: Opening will be at **02:00 PM**. Bidders or their representatives are invited to attend.

All submissions must be in sealed envelopes clearly labelled: **Office renovations**

*Submissions should be deposited in the tender box at:*

**NICE Secretariat: Area 47, Sector 5, Plot Number 109/110  
Near African Bible College, Lilongwe**

*And addressed to:*

**The Chairperson  
Internal Procurement and Disposal Committee  
National Initiative for Civic Education  
P.O. Box 1046  
Lilongwe**

**Note:** Submissions received after **2:00 PM, 11th July 2025** will not be considered.