



NATIONAL ECONOMIC EMPOWERMENT FUND LIMITED
A preferred and all-inclusive microfinance institution in Malawi

INVITATION FOR BIDS (IFB)
NATIONAL COMPETITIVE BIDDING
Supply and Delivery of Office Furniture

Date of Issue : 27th MAY, 2025
Procurement Ref. No : NEEF/G/FURN/2025-2026/003
Brief Description of Goods : Supply and Delivery of Office Furniture

1. National Economic Empowerment Fund Limited (NEEF) is a state-owned Microfinance company incorporated under the Companies Act 2013 as a company limited by guarantee and is duly licensed by the Reserve Bank of Malawi as a prudentially regulated Microfinance Institution.
2. NEEF has allocated funds in its 2025-2026 Financial Year budget to procure Office Furniture.
3. The Chairperson, Internal Procurement and Disposal Committee (IPDC) now invites sealed bids from eligible bidders for the supply and delivery of the following:

Lot	Description of Goods and Related Services	Unit of Measure	Quantity	Delivery Completion Period
1	Supply and delivery of Office Executive Desks	Each	12	2 Weeks
2	Supply and delivery of Standard Office Desks	Each	12	2 Weeks
3	Supply and delivery of Executive Chairs	Each	15	2 Weeks
4	Supply and delivery of executive Shelves	Each	12	2 Weeks
5	Supply and delivery of Console Tables	Each	12	2 Weeks
6	Filing Cabinets	Each	20	2 Weeks
7	Supply and delivery of workstations	Each	12	2 Weeks

4. Bidding will be conducted in accordance with the Open Tendering procedures as contained in the Public Procurement and Disposal of Assets Act 2025 and Regulations of the Government of the Republic of Malawi and is open to all eligible bidders.
5. Interested bidders may obtain further information from NEEF Head Office Lilongwe and inspect the bidding documents at the address given below from 8:00 am to 12:00 noon and from 13:00 hours to 16:30 hours local time (Monday to Friday) except National Public Holidays and Weekends.
6. A complete set of Bidding documents in English language can be purchased by interested bidders from NEEF's Procurement and Disposal Unit at the address given below from 8:00 am to 12:00 noon and from 13:00 hours to 16:30 hours local time (Monday to Friday) except National Public Holidays and Weekends upon payment of a non-refundable fee of **MK10,000.00** [Ten Thousand Malawi Kwacha] in cash.
7. Bids will be opened in the presence of bidders' representatives who choose to attend the bid opening ceremony on **TUESDAY 24th JUNE, 2025** at 14:00hrs local time in the NEEF's Board Room at the address below. All bids must be accompanied by a duly signed Bid Securing Declaration Form on the Bidder's Letterhead. Late bids shall be rejected.
8. Name and Address for bid inspection, registration and clarification
Procurement and Disposal Unit
National Economic Empowerment Fund (NEEF) Limited
Masuku road, City Centre
NEEF House
P.O. Box 779
Lilongwe
MALAWI
0995050444
Email: procurement@neef.mw; jmdambo@neef.mw
9. Sealed Bids clearly marked with "Tender Description and Reference Number" must be delivered through the address at (8) (by registering with the Procurement and Disposal Unit) and depositing in the Tender Box placed at Reception, before 14:00 hrs [local time] on **TUESDAY, 24th JUNE, 2025** at 14:00hrs to the address below:

The Chairperson
Internal Procurement & Disposal Committee
National Economic Empowerment Fund (NEEF) Limited
Masuku Road, City Centre
NEEF House
P.O. Box 779
Lilongwe
MALAWI

10. NEEF reserves the right to reject any or all bids and is not bound to accept the lowest or any bid.

Signed

The Chairperson
Internal Procurement and Disposal Committee
National Economic Empowerment Fund Limited