



**MALAWI BUREAU OF STANDARD**

*Promoting Standardisation and Quality Awareness in Malawi*

## INVITATION FOR BIDS

### **TENDER FOR PROCUREMENT OF DEBT COLLECTION SERVICES BY NATIONAL COMPETITIVE BIDDING (NCB) - MBS /DEBT COLLECTION/2025**

1. The MBS now invites sealed bids from eligible bidders for provision of debt collection services as indicated below:

#### **PROVISION OF DEBT COLLECTION SERVICES**

| Lot No. | Description                           | Reference No.            |
|---------|---------------------------------------|--------------------------|
| 1       | Provision of Debt collection services | MBS/DEBT COLLECTION/2025 |

2. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement and Disposal of Assets Act of 2025 and Regulations of the Government of the Republic of Malawi and is open to all eligible bidders.
3. Interested eligible bidders may obtain further information from Malawi Bureau of Standards All Hassan Mwinyi Road, P.O. Box 946, Blantyre and inspect bidding document at the address given below at 7 (a) from 08:00hrs to 16:00hrs local time from Monday to Friday except on public holidays.
4. A complete set of Bidding Document in English may be paid for by interested bidders upon a payment of a non-refundable fee of **MK10,000.00**. The method of payment is strictly Bank deposit to account below.

ACCOUNT NAME : Malawi Bureau of Standards  
BRANCH : Victoria Avenue National Bank  
ACCOUNT NUMBER : 1346148

The document will have to be collected in person and no liability will be accepted for loss or late delivery.

5. (a) Bids must be delivered to the address below at 7(b) at or before **14:30hrs** local time on **23rd June, 2025**.
- (b) Bids will be opened in the presence of bidders and/or their representatives and members of the general public who chose to attend the opening of the bids at **14:30hours** local time on **23rd June, 2025**.
6. Bids must be accompanied by a bid securing declaration form.
7. (a) The address for inspection and purchasing of bidding documents is:
- Procurement Office  
Malawi Bureau of Standards  
All Hassan Mwinyi Road  
P.O. Box 946  
BLANTYRE  
Email: [chRwandimadons@mbsemw.org](mailto:chRwandimadons@mbsemw.org)**
- (b) The address for delivery and submission of bids is:
- The Chairperson  
Internal Procurement and Disposal Committee  
Malawi Bureau of Standards  
All Hassan Mwinyi Road  
P.O. Box 946  
BLANTYRE**
8. It is the responsibility of each bidder to ensure that bids are submitted in accordance with "Instructions to bidders" in the bidding documents, as non compliance to the instructions will lead to disqualification and rejection of the bid.
9. Bids in sealed envelopes clearly marked with the appropriate tender descriptions should be deposited in a tender box placed at the Malawi Bureau of Standards Main Reception addressed to the address at 7(b) above.
10. Bids shall remain valid for a period of **90 days** after bid opening.
11. Malawi Bureau of Standards does not bind itself to accept the lowest or any bid, but reserves the right to exercise choice of the substantially responsive bid, provided that the bidder is determined to be qualified to perform the contract.