



REPUBLIC OF MALAWI

DEPARTMENT OF REGISTRAR GENERAL

# INVITATION FOR BIDS TO SUPPLY MOTOR VEHICLES

Proc. Ref. No DRG/IPDC/NCB/MV/2025/26/01

Date of issue: 4<sup>th</sup> July, 2025

1. The Government of Malawi acting through the Ministry of Justice has set aside financial resources in 2025/26 financial year and intends to use the funds for the procurement of vehicles.
2. The Department of Registrar General now invites sealed bids from qualified and eligible bidders, to supply vehicles and related services.:

| Lot | Description                    | Quantity | Delivery period /place                                                   |
|-----|--------------------------------|----------|--------------------------------------------------------------------------|
| 1   | 4x4 Double cabin<br>1.9 -2.5cc | 2        | 8-12 Weeks -PVHES yard Blantyre (for<br>Department of Registrar General) |
| 2   | Station Wagon 2.0<br>- 2.8 cc  | 1        | 8-12 Weeks -PVHES yard Blantyre (for<br>Department of Registrar General) |

3. Bidding shall be conducted in accordance with the tender procedures contained in Public Procurement and Disposal of Assets Act 2025 and Procurement Regulations 2020.
4. Interested eligible bidders may obtain further information from and inspect the bidding document at the address below from Monday to Friday 8:00 to 12:00 and from 13:00 - 16:00 hours with exception of public holidays, at office of:

**Procurement Officer,  
Department of Registrar General,  
P.O. Box 100,  
BLANTYRE.  
Tel: 265(0)111827551**

5. A complete set of Bidding Document in English may be purchased by interested bidders during working hours, from 08:00 to 12:00 and from 13:00 to 16:00 hours, Monday to Friday, with exception of public holiday, starting from **4<sup>th</sup> July 2025** upon payment of a non-refundable fee of **MK 10,000.00** at cash office. The method of payment will be cash or bank certified cheque.
6. Bids must be delivered in sealed envelopes clearly marked with, Procurement Reference Number at or before 10:00 am on, 23<sup>rd</sup> July 2025 at the address indicated for delivery of bids. Late bids shall be rejected and returned to the bidder un-opened.
7. Completed and sealed bids marked with the procurement reference number, accompanied by a Bid Securing Declaration must be deposited in the tender box, placed at Procurement Disposal Unit, at the address below on or before **10:00 hours** local time **23<sup>rd</sup> July 2025**. Bids will be opened in the presence of the bidders' representatives who choose to attend the bid opening at:

**Department of Registrar General Boardroom,  
Fatima Arcade, Fourth Floor, Room Number 15,  
P. O. Box 100,  
BLANTYRE.**

8. Bids shall be valid for a period of **150 days** from the date of bid submission.

**Chairperson,  
Internal Procurement and Disposal of Assets Committee (IPDC),  
Department of Registrar General.**