



REPUBLIC OF MALAWI

DEPARTMENT OF BUILDINGS

## INVITATION FOR BIDS TO SUPPLY AND DELIVER MOTOR VEHICLE

Proc. Ref. No: NCB/400/DOB/ MV/2025-26/02

Date of issue : 9th July 2025

1. The Government of Malawi acting through the Ministry of Transport and Public Works, Department of Buildings budgeted for financial resources in 2025/26 financial year and intends to use the funds for the procurement of vehicles.
2. The Department of Buildings now invites sealed bids from qualified and eligible bidders, to supply and deliver a vehicle and related services.

Lot	Description	Quantity	Delivery period /place
1	15-Seater Minibus	1	4-8 Weeks - PVHES Yard, Old Town, Lilongwe, (for Ministry of Transport and Public Works, Department of Buildings)

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 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 the office of:

**The Procurement Officer**  
**Department of Buildings**  
**Private Bag B365**  
**Capital Hill**  
**LILONGWE.**  
Email : [dob\\_ipdc@transport.gov.mw](mailto:dob_ipdc@transport.gov.mw)

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 **9th 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, **7th August 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 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 **7th August 2025**. Electronic bidding will not be permitted. Bids will be opened in the presence of the bidders' representatives who choose to attend the bid opening at:

**The Chairperson**  
**Internal Procurement and Disposal of Assets Committee**  
**Department of Buildings**  
**Private Bag B365**  
**Capital Hill**  
**LILONGWE.**

8. Bids shall be valid for a period of **120 days** from the date of bid submission.

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