



## MALAWI ELECTORAL COMMISSION

### Invitation for Bids for the following procurements:

1. Supply and Delivery of Windows Server 2022 Datacenter 16-Core License Pack
2. Provision of Annual Arc GIS 10.8 pro version Professional License(Commercial)

Date of Issue: 10<sup>th</sup> June 2025

Closing Date: 29<sup>th</sup> July 2025

The Malawi Electoral Commission (MEC) is a Constitutional Body created to supervise and direct the conduct of all statutory elections and determination of constituency and ward boundaries on behalf of the Malawi Government. MEC intends to use part of its budgeted funds in the 2025/2026 financial year to procure Windows Server 2022 Datacenter, 16-Core License Pack and Annual Arc GIS 10.8 pro version Professional License.

1. The Malawi Electoral Commission (MEC) is inviting sealed bids from eligible bidders as follows

PROCUREMENT	REFERENCE NUMBER	DESCRIPTION
1	MEC/2025/2026/MWL/ICT/NCB/007	Supply and Delivery of Windows Server 2022 Datacenter – 16-Core License Pack
2	MEC/2025/2026/MWL/ICT/NCB/007	Provision of Annual Arc GIS 10.8 pro version Professional License. (Commercial)

2. Bidding will be conducted in accordance with the open National Competitive Bidding (NCB) procedures contained in the Government of Malawi's Public Procurement Legal Framework and is open to all bidders.
3. Interested bidders may obtain further information and/or inspect the bidding documents at the following address during working days from 8:00am to 4:00pm: **The Secretary, Internal Procurement and Disposal Committee, Malawi Electoral Commission, Chisankho House, City Centre, Private Bag 113, Lilongwe.** Email: [procurement@mec.org.mw](mailto:procurement@mec.org.mw).
4. Bidding document in English may be purchased from MEC Accounts office at a non-refundable fee of **K10,000.00** payable through an **FDH Bank Account: Malawi Electoral Commission, Account: 1040000098847, Blantyre Branch.** Bidders should then collect their bidding document from the Procurement Department after presenting a receipt as proof of payment.

Sealed bids clearly marked (Lot 1) **"Supply and Delivery of Windows Server 2022 Datacenter , 16-Core License Pack"** And (Lot 2) **"Provision of Annual Arc GIS 10.8 pro version Professional License (Commercial)"** must be delivered to the address below at 5(a) and deposited in the tender box located at the Reception of MEC Head Offices in Lilongwe in Procurement Department at or before **10:00 Hours Local Time on 29<sup>th</sup> July 2025.** Late bid will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 5(b) at **10:00Hours Local Time on 29<sup>th</sup> July 2025**

5. Addresses for Submission and Opening of bids

(a) Address for Submission of bids:

**The IPDC Chairperson, Malawi Electoral Commission,  
Chisankho House, City Centre,  
Ground Floor, Procurement Department Reception,  
Private Bag 113,  
Lilongwe,  
MALAWI.**

(b) Address for Opening of bids:

**Malawi Electoral Commission's Boardroom,  
2<sup>nd</sup> Floor, Chisankho House, City Centre,  
Off Independence Drive,  
Lilongwe,  
MALAWI.**