



# INVITATION FOR BIDS

## PREQUALIFICATION OF SUPPLIERS FOR VARIOUS GOODS AND SERVICES - MBS /PREQUALIFICATION/2025/26

1. The MBS would like to prequalify suppliers for various goods and services.
2. Eligible bidders are invited to submit sealed bids according to the category of their expertise as indicated below:-

### PREQUALIFICATION OF SUPPLIERS - MBS /PREQUALIFICATION/2025/26

Lot Number	Description of Goods and services
1	Supply and delivery of general stationery
2	Supply and delivery of toners and cartridges
3	Supply and delivery of ICT Equipment and accessories, software and hardware and printers
4	ICT equipment maintenance
5	Supply and delivery of various Laboratory equipment
6	Supply and delivery of various laboratory chemicals and consumables
7	Laboratory equipment maintenance and calibration
9	Motor vehicles services and maintenance
10	Supply and delivery of Office furniture and equipment
11	Provision of relocation services
12	Provision of Travel agency services
13	Supply and delivery of Personal Protective equipment (PPEs) and promotional materials

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 Ali 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 29<sup>th</sup> July, 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 29<sup>th</sup> July, 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  
Ali Hassan Mwinyi Road  
P.O. Box 946  
BLANTYRE  
Email:chikondimadona@mbsmw.org

(b) The address for delivery and submission of bids is;

The Chairperson  
Internal Procurement and Disposal Committee  
Malawi Bureau of Standards  
Ali 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.