



12th July, 2025

RE: INVITATION FOR BIDS (IFB)

1. **Nkhotakota District Council** has budgeted funds in the 2025-2026 Financial Year to be used for the procurement of the below referenced goods and routine services.
2. The Chairperson, Internal Procurement & Disposal of Assets Committee, **Nkhotakota District Council** now invites sealed bids from eligible and qualified bidders for various services as specified below:

Lot	Description of Works	Procurement Reference No	Target Group
Lot 1	Supply and Delivery of Stationery	KKDC/STATIONERY/25-26/1	Medium Enterprise
Lot 2	Supply and Delivery of Consumables	KKDC/CONSUMABLES/25-26/2	Medium Enterprise
Lot 3	Supply and Delivery of Hardware Materials	KKDC/HARDWARE/25-26/3	Medium Enterprise
Lot 4	Supply and Delivery of Refreshments	KKDC/REFRESHMENTS/25-26/4	Small Enterprises, (strictly within Nkhotakota District or any outsider who will be ready to open a shop in Nkhotakota)
Lot 5	Supply and Delivery of Foodstuff	KKDC/FOOD-STUFF/25-26/5	Medium Enterprise
Lot 6	Provision of Cleaning Services	KKDC/CLEANINGSERVICE/25-26/6	Medium Enterprise
Lot 7	Provision of Security Services	KKDC/SECURITYSERVICE/25-26/7	Medium Enterprise

3. Bidding will be conducted through **National Competitive Bidding (NCB)** procedures in accordance with Malawi Public Procurement and Disposal of Asset Act 2025 and Regulations of the Government of the Republic of Malawi.
4. Interested bidders may obtain further information and inspect the Bidding Documents from the Procurement and Disposal Unit at the address given at paragraph 7a below from 08.00 to 12.00; 13.00 to 16.00 hours local time (Monday to Friday, except national public holidays and weekends).
5. A complete set of Bidding Document in English Language may be purchased by interested bidders at the address below at paragraph 7(b) and upon payment of a non-refundable fee of **MK25, 000.00**. The method of payment will be cash.
6. Bids must be delivered to the address below at 7(c) on or before **31st July 2025, 10:00 AM**, local time. **Late bids will be rejected**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below paragraph 7(d) on 31st July 2025, soon after **10:00 AM, local time**. All bids must be accompanied by a Bid Securing Declaration Form.
7. Address for inspection, purchase, collection, submission and opening of bids:
 - (a) **Address for Inspection, clarifications and collection of documents**
Nkhotakota District Council
Private Bag 48,
Nkhotakota
Procurement and Disposal Unit
 - (b) **Address for Payment of Non-Refundable Fee**
Nkhotakota District Council
Private Bag 48
Nkhotakota, Treasury office
Cash Office
 - (c) **Address for Submission of Bids**
The Chairperson,
Internal Procurement and Disposal Committee,
NKHOTAKOTA
 - (d) **Address for Opening of Bids**
Nkhotakota District Council
Private Bag 48
NKHOTAKOTA

Note: This Tender notice is also available on PPDA Website: www.ppda.mw