



# INVITATION FOR BIDS (IFB)

**Total LandCare (TLC)** is a non-profit organization implementing development programs in Malawi, Zambia, Mozambique, and Tanzania. TLC's mission is to transform the livelihoods of rural households from subsistence to prosperity and self-reliance. Achieving this goal involves building the capacity of organized groups of farmers, cooperatives, and related local governance structures to integrate sustainable agricultural and natural resource practices with initiatives to strengthen livelihoods and value chains linked to micro-finance and markets. The ultimate aim is to increase farm productivity, diversification, profitability and resilience with lower input costs and sound management of the landscape for current and future generations.

1. Under various projects, TLC has budgeted funds for the procurement of various items.
2. TLC now invites sealed bids from eligible bidders for the supply and delivery of the items as follows:

LOT #	REFERENCE	DESCRIPTION	QUANTITY	DELIVERY PERIOD
1a	TLC/BILLS/07/25	Visibility materials – Branded Golf shirts	1,080	14 days
1b	TLC/BILLS/07/25	Visibility materials – Branded Golf shirts	600	14 days
2	TLC/BILLS/07/25	Plumbing Materials for Irrigation Scheme rehabilitation	Various	14 days
3	TLC/BILLS/07/25	Laptops – i3/i5 model	3	14 days
4	TLC/BILLS/07/25	Motorcycles – 125cc	4	14 days

## REQUIREMENTS

3. *Interested bidders must submit the following documents with their expression of interest:*
  - a. Company profile including a capability statement
  - b. Bank statement (Up to date).
  - c. Business registration certificate or certificate of incorporation
  - d. Copy of TPIN, VAT registration certificate and WHT exemption certificate
  - e. Physical and postal addresses
  - f. References from three valued customers with relevant signed supporting documentation (Contract, Local Purchase Orders, Delivery Note)
  - g. Banking statement
4. Interested eligible bidders may obtain further information in writing to the following address: **The Chairperson, Internal Procurement Committee, Total LandCare Malawi, Plot Number 12/520, Songwe Street, New Area 12, P.O. Box 2440, Lilongwe** or through email to **fchinkhata@tlcmw.org**
5. A complete set of the bid document shall be acquired through Accounts Department at **Total LandCare Malawi, Plot Number 12/520, Songwe Street, New Area 12, P.O. Box 2440, Lilongwe** upon payment of a non-refundable fee of **Ten Thousand Malawi Kwacha (MWK10,000.00)** in cash or bank transfers. Send proof of payment if payment was done through bank transfer. Cheque payments will **NOT** be allowed.
6. TLC is not in any way bound to accept the lowest or any bid but reserves the right to reject any or all bids and cancel the procurement proceedings at any stage.
7. Bids in Sealed envelope clearly marked and indicated Procurement reference number; **TLC/BILLS/07/2025** shall be submitted before **15:00 hours 31st July, 2025** to:

**The Chairperson,  
Internal Procurement Committee,  
Total LandCare Malawi,  
Plot Number 12/520, Songwe Street, New Area 12,  
P.O. Box 2440,  
LILONGWE.  
Cell: +265 993 629 116**