



Republic of Malawi

Ministry of Basic and Secondary Education

INVITATION TO BID (ITB)

Procurement Method	Open Tender (National Competitive Bidding)
Date of Issue	23rd, July, 2025

1. **The Ministry of Basic and Secondary Education** has budgeted resources in the 2025-2026 Financial Year towards the cost of implementing various programs in the Education Sector, and intends to apply part of the funds tabled below:

No	Procurement Description	Reference No	Delivery Period
1	Supply and Delivery of Teaching and Learning Materials for Students with Special Needs for Basic and Secondary Education	025/MoBSE/NCB/IPDC/G/2025-26/02	6-8 Weeks
2	Supply and Delivery of Single Seater Desks for Secondary Schools	025/MoBSE/NCB/IPDC/G/2025-26/03	6-8 Weeks

2. The Chairperson, Internal Procurement and Disposal Committee of the Ministry invite sealed bids from **eligible bidders** for the procurement of Teaching and Learning Materials and Single Seater Desks
3. Bidding will be conducted in accordance with the Open tendering procedures contained in the Public Procurement and Disposal of Assets Act (2025) and Regulations of the Government of the Republic of Malawi and is open to all qualified and eligible bidders.
4. Interested eligible bidders may obtain further information from Ministry of Basic and Secondary Education and inspect the bidding documents at the address given below at 7(a) from 8:00-16:00 hours from Monday to Friday except on public holidays.
5. A complete set of Bidding Documents in English may be purchased by interested bidders from the address shown at 7 (b) below and upon payment of a non-refundable fee of **MK5,000.00** payable in cash.
6. Bids must be delivered to the address shown at 7 (c) below at or before **Wednesday, 13th August, 2025, 10:00 hours** (local time). All bids must be accompanied by a Bid Securing Declaration. Late bids shall be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address shown at 7 (d) below on **Wednesday, 13th August, 2025, 10:00 hours** (local time).

7. (a) Documents may be inspected and collected at:

Ministry of Basic and Secondary Education
Private Bag 328
Capital Hill Circle
Procurement and Disposal Unit Office
First Floor, Room 71
Lilongwe 3
MALAWI.

(b) Address for Payment of Non-refundable Fee:
Ministry of Basic and Secondary Education
Cash Office, Ground Floor, Room No. 14
Private Bag 328
Lilongwe 3
MALAWI.

(c) Address for Delivery of Bids:
The Chairperson
Internal Procurement and Disposal Committee (IPDC)
Ministry of Basic and Secondary Education
Headquarters Building, Capital Hill, First Floor
Tender Box placed near the Conference Room
Private Bag 328
Lilongwe 3
MALAWI.

(d) Address of Bid Opening:
Ministry of Basic and Secondary Education
Headquarters Building, Capital Hill, First Floor, Conference Room
Private Bag 328
Lilongwe 3
MALAWI.