



REPUBLIC OF MALAWI

MINISTRY OF JUSTICE

# INVITATION FOR BIDS TO SUPPLY MOTOR VEHICLES

Proc. Ref. No MoJ /IPDC/NCB/MV/2025/26/04

Date of issue: 23rd July, 2025

1. The Government of Malawi acting through the Ministry of Justice has set aside financial resources in 2025/26 financial year and intends to use the funds for the procurement of vehicles.
2. The Ministry of Justice now invites sealed bids from qualified and eligible bidders, to supply vehicles and related services:

Lot	Description	Quantity	Delivery period /place
1	4x4 Double cabin 1.8 - 2.0 cc	1	12-16 Weeks -PVHES LL
2	2x4 Saloon 1.5 - 1.6 cc	1	12-16 Weeks -PVHES LL

3. Bidding shall be conducted in accordance with the tender procedures contained in Public Procurement and Disposal of Assets Act 2025 and Procurement Regulations 2020.
4. Interested eligible bidders may obtain further information from and inspect the bidding document at the address below from Monday to Friday 7:30 to 12:00 and from 13:00- 16:00 hours with exception of public holidays, at office of:

Chief Procurement Officer,  
Ministry of Justice,  
Private Bag 333,  
Capital Hill, Lilongwe  
Tel: 265 (0)1 770 688

5. A complete set of Bidding Documents in English may be purchased by interested bidders during working hours, from 07:30 to 12:00 and from 13:00 to 16:00 hours, Monday to Friday, with exception of public holiday, starting from 23rd July 2025 upon payment of a non-refundable fee of **MK 10,000.00** at cash office. The method of payment will be cash or bank certified cheques.
6. Bids must be delivered in sealed envelopes clearly marked with, Procurement Reference Number and the name of the bidder at or before **10:00 am on, 12th 1August, 2025** at the address indicated on No. 7 below, for delivery of bids. Late bids shall be rejected and returned to the bidder un-opened.
7. Completed and sealed bids marked with procurement reference number, accompanied by a Bid Securing Declaration must be deposited in the tender box, placed at Procurement Disposal Unit, at the address below on or before **10:00 hours local time 12th August 2025**. Bids will be opened in conference room, in the presence of the bidders' representatives who choose to attend the Bid opening at:  
  
Ministry of Justice  
Capital Hill  
Private Bag 333  
LILONGWE 3
8. Bids should be valid for a period of **150 days** from the date of Bid submission.

Chairperson  
Internal Procurement and Disposal of Assets Committee (IPDC)  
Ministry of Justice