

**INVITATION FOR BIDS  
FOR  
SUPPLY AND DELIVERY OF GOODS AND SERVICES  
(NATIONAL COMPETITIVE BIDDING)**

1. The **Greenbelt Authority (Authority)** was established by the Greenbelt Authority Act of 2025 to champion large-scale commercial irrigation whose main purpose is to accelerate social-economic transformation through increased agricultural productivity, agro-processing and easy access to markets.
2. The Authority has budgeted public funds to be used for the procurement of Goods and Services. The Authority now invites sealed bids from interested eligible bidders for the procurement of the following:

NO.	DESCRIPTION	PROCUREMENT REFERENCE NUMBER	DURATION OF THE CONTRACT
1	Supply and delivery of Stationery	GBA/IPDC/G/NCB/STATIONERY/2025/26 (Framework Agreement)	12 Months
2	Provision of internet services	GBA/IPDC/S/NCB/INTERNET/2025/26 (Framework Agreement)	12 Months
3	Provision of Hiring of Motor Vehicle services	GBA/IPDC/S/NCB/HIRING/2025/26 (Framework Agreement)	12 Months
4	Provision of maintenance of Motor Vehicle services	GBA/IPDC/S/NCB/FLEET/2025/26 (Framework Agreement)	12 Months
5	Supply and delivery of tyres, batteries and tubes	GBA/IPDC/G/NCB/SPARES/2025/26 (Framework Agreement)	12 Months
6	Provision of enterprises Resource Planning Package for Accounts and HR	GBA/IPDC/S/NCB/ERP/2025/26	12 Months

3. Bidding will be conducted in accordance with the open tendering, National Competitive Bidding (NCB) procedures contained in the Public Procurement and Disposal of Public Assets Act of 2025 and Public Procurement Regulations of 2020 of the Government of the Republic of Malawi, and this is open to all eligible bidders.
4. Interested bidders may inspect or obtain further information from: **The Procurement and Disposal Unit, Greenbelt Authority, P.O. Box 30776, Lilongwe. Attention: Procurement and Asset Disposal Manager.** Inspection of the bidding documents can be done during office hours from 8:00am to 4:30pm from Monday - Friday.
5. A complete set of bidding documents in English may be purchased by interested bidders at a non-refundable fee of **MWK15,000.00** at the address on 9 below. The fee must be deposited into: **Greenbelt Initiative, CDH Bank, Account Number: 0050 4000 22202.** Bidders must bring an authentic copy of the stamped and signed bank deposit slip when collecting the bids.
6. Bids must be submitted in sealed envelopes and clearly marked with the procurement reference number, and must be delivered to the address below on 9 at or before **14:00hours local time on 19<sup>th</sup> August, 2025.**
7. Late bids shall be rejected.
8. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below on 9 at **14:00hours on 19<sup>th</sup> August, 2025.**
9. Address referred to above is as follows;

**The Chairperson  
Internal Procurement and Disposal of Assets Committee  
Greenbelt Authority  
Mwai House (Opposite TAMA House)  
Floor # 2 - Conference Room  
Convention Drive  
P.O. BOX 30776  
City Centre  
LILONGWE 3.**