



## Malawi School of Government

### INVITATION FOR BIDS (IFB)

#### SUPPLY AND DELIVERY OF MOTOR VEHICLES BY NATIONAL COMPETITIVE BIDDING (NCB)

1. The Malawi School of Government (MSG) intends to procure Motor Vehicles for its internal use.
2. The Chairperson, Internal Procurement & Disposal Committee (IPDC), now invites sealed bids from eligible bidders for the supply and delivery of Motor Vehicles to Malawi School of Government as follows:

Lot#	Procurement Subject	Procurement Ref. No.	Qty	Delivery Period
1	Supply and delivery of brand new SUVs with Notch/Bull Bar, Side Steps and accessories	MSG/IPDC/SEC/ SUV/2025	2	Within Eight Weeks
2	Supply and delivery of a brand new 29 to 45 capacity Coaster	MSG/IPDC/SEC/ COASTER/2025	1	Within Eight Weeks

3. Bidding shall be administered in accordance with the National Competitive Bidding (NCB) procedures as specified in the Public Procurement and Disposal of Public Assets Act, 2025 and its subsidiary legislation.
4. Interested eligible bidders may obtain further information and inspect bidding documents from Malawi School of Government, Corporate Office Procurement Department at the address given in paragraph 7(i) below from 08:00 – 12:00 hrs, 13:00 to 16:00 local time (Monday to Friday) except national public holidays
5. A complete set of Bidding Documents in English language may be obtained by interested bidders at 7(ii) upon payment of a non-refundable fee of **MK 10,000.00**. The method of payment will be cash or Bank Certified cheque. The documents may be obtained in person by the prospective bidders.
6. Sealed bids must be submitted to the address at 7(iii) below at or before **14:00 hours on Friday, 5<sup>th</sup> September, 2025**. Late bids shall be rejected and returned to the bidder unopened.
7. The address for inspection, purchase, submission and opening of bidding documents:
  - i) Inspection and Purchase of Bidding Documents  
**Malawi School of Government**  
**Corporate Office**  
**Off Kanengo Road**  
**P.O. Box 30801, LILONGWE**  
**Attention: Procurement Office**  
**Tel: +265 999 975 950**  
**E-mail: snyirenda@msg.ac.mw**
  - ii) Submission of Bidding Documents  
**The Chairman – Internal Procurement and Disposal Committee (IPDC)**  
**Malawi School of Government**  
**Corporate Office**  
**Off Kanengo Road**  
**P.O. Box 30801, LILONGWE**
  - iii) Opening of Bidding Documents  
**Malawi School of Government**  
**Corporate Office**  
**Zomba Auditorium Hall**  
**P.O. Box 30801, LILONGWE**
8. It is the responsibility of each bidder to ensure that the bids submitted are in accordance with the 'Instructions to Bidders' contained in the tender documents, as non compliance to the instructions will lead to disqualification and rejection of the tender.
9. Bids shall be valid for a period of **120 days** after tender opening.
10. Opening of Bids shall commence at **14:00 hours on Friday, 5<sup>th</sup> September 2025** in MSG's Zomba Auditorium Room, where interested bidders, their representatives and the general public are welcome to attend.
11. Malawi School of Government is not bound to accept the lowest or any bid but reserves the right to exercise choice of the lowest evaluated, substantially responsive bid and can cancel the procurement proceedings at any stage without incurring thereby any liability to the bidders in accordance with the PPD Act 2025 Section 66 (2).