



NATIONAL ECONOMIC EMPOWERMENT FUND LIMITED

A preferred and all-inclusive microfinance institution in Malawi

INVITATION FOR BIDS (IFB)

NATIONAL COMPETITIVE BIDDING

SUPPLY AND DELIVERY OF OFFICE FURNITURE

Date of Issue : 8th August, 2025
Procurement Ref. No : NEEF/ G/FURN/2025-2026/008
Brief Description of Goods : Supply and delivery of Office Furniture

1. **National Economic Empowerment Fund Limited (NEEF)** is a state-owned Microfinance company incorporated under the Companies Act 2013 as a company limited by guarantee and is duly licensed by the Reserve Bank of Malawi as a prudentially regulated Microfinance Institution.
2. NEEF has allocated funds in its 2025-2026 Financial Year budget to procure Office furniture for regional Offices.
3. The Chairperson, Internal Procurement and Disposal Committee (IPDC) now invites sealed bids from eligible bidders for the supply and delivery of the following:

Lot	Description of Goods and Related Services	Unit of Measure	Delivery Completion Period
1	Supply and Delivery of airport Chairs and Workstation	Each	2 weeks
2	Supply and Delivery of Office Chairs	Each	2 weeks
3	Supply and Delivery of Standard Desks	Each	2 weeks
4	Supply and Delivery of Metallic Filing Shelves	Each	2 weeks

4. Bidding will be conducted in accordance with the Open Tendering procedures as contained in the Public Procurement and Disposal of Assets Act No.27 of 2017 and Regulations of the Government of the Republic of Malawi and is open to all eligible bidders.
5. Interested bidders may obtain further information from NEEF Headquarters Lilongwe and inspect the bidding documents at the address given below from **8:00 am to 12:00 noon** and from **13:00 hours to 16:30 hours** local time (Monday to Friday) except National Public Holidays and Weekends.
6. A complete set of Bidding documents in English language can be purchased by interested bidders from NEEF's Procurement and Disposal Unit at the address given below from **8:00 am to 12:00 noon** and from **13:00 hours to 16:30 hours** local time (Monday to Friday) except National Public Holidays and Weekends upon payment of a **non-refundable fee of MK10,000.00 (Ten Thousand Malawi Kwacha)** in cash.
7. Bids will be opened in the presence of bidders' representatives who choose to attend the bid opening ceremony on **Tuesday 9th September, 2025 at 14:00 hrs** al time in the NEEF's Board Room at the address below. All bids must be accompanied by a **duly signed Bid Securing Declaration Form on the Bidder's Letterhead**. Late bids shall be rejected.
8. Name and Address for bid inspection, registration and clarification:
Procurement and Disposal Unit
National Economic Empowerment Fund (NEEF) Limited
Masuku Road, City Centre
NEEF House
P.O. Box 779
Lilongwe
MALAWI
0995050444
Email: procurement@neef.mw
9. Sealed Bids clearly marked with "**Tender Description and Reference Number**" must be delivered through the address at (8) (by registering with the Procurement and Disposal Unit) and depositing in the Tender Box placed at Reception, before **14:00 hrs (local time)** on on **Tuesday 9th September, 2025 at 14:00 hrs** to the address below:

The Chairperson
Internal Procurement & Disposal Committee
National Economic Empowerment Fund (NEEF) Limited
Masuku Road, City Centre
NEEF House
P.O. Box 779
Lilongwe
MALAWI

10. NEEF reserves the right to reject any or all bids and is not bound to accept the lowest or any bid.

Signed
The Chairperson
Internal Procurement and Disposal Committee
National Economic Empowerment Fund Limited