



MALAWI ELECTORAL COMMISSION

## **Expression of Interest for Provision of Event Management Services for National Tally Centre For 2025 General Elections**

Procurement Reference Number : MEC/2025/2026/NTC/CVE/NCB/008  
Date of Issue : 20th August 2025  
Closing Date : 08th September 2025

1. **The Malawi Electoral Commission (MEC)** is a Constitutional Body created to supervise and direct the conduct of all statutory elections and determination of constituency and ward boundaries on behalf of the Malawi Government. MEC intends to use part of its budgeted funds in the 2025/2026 financial year for provision of **National Tally Centre Event Management Service**.
2. Malawi Electoral Commission (MEC) is inviting Expression of Interest (EOI) from eligible bidders for provision of National Tally Centre event management service.
3. Bidding will be conducted in accordance with the open National Competitive Bidding (NCB) procedures contained in the Government of Malawi's Public Procurement Legal Framework and is open to all bidders.
4. Interested service providers may obtain further information and/or inspect the EOI documents at the following address during working days from 8:00am to 4:00pm: The Secretary, Internal Procurement and Disposal Committee, Malawi Electoral Commission, Chisankho House, City Centre, Private Bag 113, Lilongwe. Email: [procurement@mec.org.mw](mailto:procurement@mec.org.mw).
5. Expression of Interest document in English may be purchased from MEC Accounts office at a non-refundable fee of **K10,000.00** payable through an FDH Bank Account: Malawi Electoral Commission, Account: 1040000098847, Blantyre Branch. Bidders should then collect their bidding document from Procurement Department after presenting a receipt as proof of payment.
6. Sealed bids clearly marked **"Provision of 2025 General Elections National Tally Centre Event Management Service"** must be delivered to the address below at 7(a) and deposited in the tender box located at the Reception of MEC Head Offices in Lilongwe in Procurement Department at or before **14:00 Hours Local Time on 08th September 2025**. Late bid will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 8(b) at **10:00 Local Time on 08th August 2025**.
7. Addresses for Submission and Opening of bids
  - (a) Address for Submission of bids:  
**The IPDC Chairperson, Malawi Electoral Commission**  
**Chisankho House, City Centre**  
**Ground Floor, Procurement Department Reception**  
**Private Bag 113**  
**Lilongwe**  
**MALAWI.**
  - (b) Address for Opening of bids:  
**Malawi Electoral Commission's Boardroom**  
**2nd Floor, Chisankho House, City Centre**  
**Off Independence Drive**  
**Lilongwe**  
**MALAWI.**