



OUR TOBACCO OUR ECONOMY

INVITATION FOR BIDS (IFB)

PROVISION OF SERVICES AND WORKS FOR TWELVE (12) MONTHS

Date of Issue: 21st August, 2025

The Tobacco Commission (TC) is a statutory corporation with the mandate to regulate the production and marketing of tobacco in Malawi as set out in the Tobacco Industry Act No. 5 of 2024. As a statutory corporate body, the Commission subscribes to the principles of good corporate governance, openness, integrity and accountability, which are fundamental foundations on which effective organizations are built.

1. The Commission intends to apply part of its budgeted funds towards the procurement of various services from eligible bidders under National Competitive Bidding (NCB) procedure.
2. The Chairperson, Internal Procurement Committee, Tobacco Commission now invites sealed bids from prospective bidders for the supply and delivery of the following items:

Lot No.	Description of Services	Procurement Reference Number	Contract Period
1.	Provision of Internet Services	NCB/TC/INTERNET SERVICES/2025-2026-01	12 months
2.	Provision of Service and Maintenance of Generators	NCB/TC/SMG/2025-2026-02	12 months
3.	Provision of Security Services	NCB/TC/SECURITYSERVICES/2025-2026-03	12 months
4.	Provision of Plumbing Maintenance works	TC/NCB/PW/2025-2026-04	12 months
5.	Provision of Cleaning Services	NCB/TC/CS/2025-2026-05	12 months
6.	Provision of Car Tracking Services	NCB/TC/CTS/2025-2026-06	12 months
7.	Provision of Service and Maintenance of Motor vehicles	NCB/TC/MOTOR-VEHICLE SERVICES 2025-2026-07	12 months
8.	Provision of Insurance Services	NCB/TC/INSURANCE SERVICES 2025-2026-08	12 months

The bidder must quote for all items and quantities specified in the bid document. Bidders not quoting for all the items and quantities specified in the mentioned lots will be considered non-responsive and will be rejected. The basis for bid evaluation and contract award will be by individual lot basis. Those who wish to bid for more than one lot must pay for each additional lot.

3. Bidding will be conducted in accordance with open tender procedures contained in the Public Procurement Laws and Regulations of the Government of the Republic of Malawi and open to all bidders.
4. Interested eligible bidders may obtain further information from Tobacco Commission and inspect the bid documents at the address given below at clause 7 (a) from **08.00 to 12.00; 13.00 to 16.00 local time (Monday to Friday)**, except on national public holidays.
5. A complete set of Bid Documents in English may be purchased by interested bidders on request to the address below on 7 (b) upon payment of a non-refundable fee of **MK5, 000.00**. Payment for the documents will be made at the cash office, on the address below at clause 7 (b). The method of payment will be cash or bank certified cheque.
6. Bids must be deposited in the Tender Box, at the address below at 7(c) at or before **10.00 local time on Tuesday, 10th September, 2025**. All bids must be accompanied by a Bid Securing Declaration in our format. Late bids shall be rejected. Bids will be opened in the presence of bidders' representative who chooses to attend at the address below at 7(b) at **10.00 local time on Tuesday, 10th September, 2025**.
7. a) Documents may be inspected and issued at : **The Procurement & Disposal Unit
Tobacco Commission
Kanengo
LILONGWE**
b) Documents will be paid for at : **Cash Office
Tobacco Commission**
c) Documents must be submitted to : **The Chairperson
Internal Procurement & Disposal of Assets
Committee
Tobacco Commission
P.O. Box 40045
Kanengo
LILONGWE 4**
d) Address of Bid Opening : **Tobacco Commission Board Room
Floor Number 4**