



INVITATION FOR BIDS (IFB)

FOR THE PROVISION OF VARIOUS SERVICES TO MALAWI SCHOOL OF GOVERNMENT – KANENGO CAMPUS

BY NATIONAL COMPETITIVE BIDDING (NCB)

ISSUE DATE : 27th August 2025

1. The Malawi School of Government (MSG) invites sealed bids from eligible bidders for the provision of various services for the financial year 2025-2026 as indicated below: -

Lot No.	Description	Procurement Reference Number	Target Group	Delivery/ Contract Period
1	Catering Services	MSG/IPDC/KC/ CATERINGSERVICES/10/25	MSMEs	12 Months
2	Security Services	MSG/IPDC/KC/ SECURITYSERVICES/10/25	MSMEs	12 Months
3	Cleaning and Housekeeping Services	MSG/IPDC/KC/ CLEANING AND HOUSEKEEPINGSERVICES /10/25	MSMEs	12 Months
4	Insurance Services	MSG/IPDC/KC/ INSURANCESERVICES/10/25	OTHER	12 Months
5	Landscaping Services	MSG/IPDC/KC/ LANDSCAPINGSERVICES/10/25	MSMEs	12 Months
6	Courier Services	MSG/IPDC/KC/ COURIERSERVICES/10/25	OTHER	12 Months
7	Transport Hiring Services	MSG/IPDC/KC/ TRANSPORTHIRINGSERVICES/10/25	MSMEs	12 Months

2. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement and Disposal Act 2025 and Regulations of the Government of the Republic of Malawi and is open to all eligible bidders.
3. Interested eligible bidders may obtain further information from The IPDC Chairperson, Malawi School of Government, P. O. Box 30801, Kanengo, Lilongwe and inspect the Bidding Document at the address given below at (8) from 08:00 hours to 16:00 hours local time from Monday to Friday except on public holidays.
4. A complete set of Bidding Documents in English may be obtained by interested bidders upon payment of a non-refundable fee of **K10, 000.00**. The method of payment is strictly cash or bank certified cheque. The document will have to be collected in person and no liability will be accepted for loss or late delivery.
5. Bids must be delivered to the address below at (8) or before **14:00 hours** local time on **Friday 26th September 2025**. All bids must be accompanied by a Bid Securing Declaration Form. Bids will be opened in the presence of bidders and/or their representatives and members of the general public who choose to attend the opening of the bids at 14:00 hours local time on Friday 26th September 2025.
6. The address for inspection and purchasing of the Bids is:
- Procurement Office
Malawi School of Government – Kanengo Campus
Room 653
P. O. Box 30801
Kanengo
LILONGWE 3.**
7. It is the responsibility of each bidder to ensure that bids are submitted in accordance with "Instructions to bidder" in the Bidding Documents as non-compliance to the instructions will lead to disqualification and rejection of the bid.
8. Bids in sealed envelopes clearly marked with the appropriate tender descriptions should be deposited in a Tender Box placed at the Malawi School of Government – Kanengo Campus reception.

The address for delivery and submission of Bids is:

**The Chairperson
Internal Procurement and Disposal Committee
Malawi School of Government – Kanengo Campus
P. O. Box 30801
Kanengo
LILONGWE 3.**

9. Bids shall be valid for a period of **120 days** from the date of bid opening.
10. Malawi School of Government does not bind itself to accept the lowest or any tender but reserves the right to exercise choice of the economically advantageous tender.