



# INVITATION TO BID (ITB)

## TENDER FOR PROVISION OF NON-CONSULTANCY SERVICES (SECURITY, CLEANING AND LANDSCAPING)

AND

## PREQUALIFICATION OF CATERING AND BAR SERVICES

Date of Issue: 31st March 2026

1. **Malawi University of Business and Applied Sciences (MUBAS)** intends to use part of its budgeted funds in the 2026/27 financial year to enter into contracts for **Provision of Security, Cleaning and Landscaping Services on 12 Months Contracts** and **Provision of Catering and Bar Services on 24 Months Contracts**.
2. MUBAS therefore invites sealed bids from eligible bidders for provision of the afore-mentioned services as follows:

No.	Description of Service	Procurement Ref. No.	Targeted Group
1.	Security Services	MUBAS/SS/2026-27	Small and Medium Enterprises
2.	Cleaning Services	MUBAS/CS/2026-27	Small and Medium Enterprises
3.	Landscaping Services	MUBAS/LS/2026-27	Small and Medium Enterprises
4.	Catering and Bar Services	MUBAS/C&BS/2026-28	Micro and Small Enterprises

3. Bidding will be conducted using National Competitive Bidding (NCB) procedures contained in the Public Procurement and Disposal of Public Assets Act and its Subsidiary Legislation and is open to all eligible bidders.
4. Interested eligible bidders may obtain further information from and inspect the bidding documents at the Procurement and Disposal Department, MUBAS, Private Bag 303, Chichiri, Blantyre 3, Malawi. Phone: 01 870 604.
5. A complete set of Bidding Documents in English for Non-Consultancy Service Provision may be purchased by interested bidders from the Cashier's office in the Finance Department upon payment of a non-refundable fee of **MK10, 000.00**. The method of payment shall be Bank Deposit using the following bank details:  
  
Account Name : Poly Main  
Account Number : 737356  
Bank : National Bank, Chichiri Branch
6. Interested bidders for provision of Catering and Bar Services may freely obtain Terms of Reference (ToRs) for the prequalification before submitting applications from **MUBAS Procurement and Disposal Department, MUBAS, Private Bag 303, Chichiri, Blantyre 3**. Prospective applicants are encouraged to carefully read through and understand the ToRs before submitting applications. Pre-bid meeting and sites visit for Catering and Bar Services shall be conducted on **8th April 2026** beginning from **9.30am** in the MUBAS Boardroom.
7. Bids must be delivered to the address below on or before **10:00am on 24th April 2026** and registered with the Procurement and Disposal Department before depositing them in the Tender Box. Bids must be clearly marked Tender for ... (Stating the Description of the Service)\*.
8. Bids will be opened in the presence of the bidders' representatives who choose to attend on **24th April 2026 at 10:00am** in the MUBAS Boardroom. Late bids shall be rejected.
9. Sealed bids must be addressed to:  
**The Chairperson**  
**Internal Procurement and Disposal Committee**  
**MUBAS**  
**Private Bag 303**  
**Chichiri**  
**BLANTYRE 3.**