



INVITATION TO BID (ITB)

TENDER FOR SUPPLY AND DELIVERY OF TEACHING AND LEARNING MATERIALS

(ICT Equipment, Software, Safety Boots, Drawing Tables, Digital Photogrammetric Suites, Handheld GPS and Levelling Equipment)

AND

TENDER FOR SUPPLY AND DELIVERY OF FURNITURE

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 the **Supply and Delivery of Teaching and Learning Equipment and the Supply and Delivery of Furniture**.
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.	Delivery Period
1.	Teaching and Learning Equipment	MUBAS/ TLM/03/2026	6 Weeks
2.	Furniture	MUBAS/ FRN/03/2026	6 Weeks

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 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** for each type of procurement. 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. 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 in the Tender Box. Bids must be clearly marked the Name of the Procurement.
7. 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.
8. Sealed bids must be addressed to:
The Chairperson
Internal Procurement and Disposal Committee
MUBAS
Private Bag 303
Chichiri
BLANTYRE 3.