



NGO Regulatory Authority

Invitation for Bids For Supply and Delivery of Motor Vehicle

1. The **NGO Regulatory Authority** has budgeted funds for the acquisition of a motor vehicle and now invites sealed bids from eligible bidders as listed below.

No	DESCRIPTION	REFERENCE NUMBER	DELIVERY PERIOD
1	Supply and Delivery of 4*4 Station wagon motor vehicle	NGORA/IPDC/ NCB/G/26/03/01	12 Weeks

2. 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.
3. Interested eligible bidders may obtain further information from NGO Regulatory Authority and inspect the bidding documents at the address given below at 8(a) during working days from 8:00am to 12:00pm and from 13:30pm to 16:00pm.
4. A complete set of Bidding Documents may be purchased by interested bidders or their representatives at accounts Department upon presenting a proof of payment of a non-refundable fee amounting to **Ten Thousand Malawi Kwacha (MK10,000.00)** and collect the document from the **Procurement Office** at the address given below at 8(a) during working hours from 8:00am to 12:00pm and from 1:30pm to 16:00pm. The method of payment will be through Electronic funds transfer or bank deposit to NGO Regulatory Authority Bank Account as follows:

Bank Name : National Bank of Malawi
Account Name : NGO Regulatory Authority
Account Number : 459728
Branch : Capital City

5. Bids, clearly marked on the outer envelope with tender name and reference number must be delivered to the address at 8(b) below and deposited in the Tender Box located on the **Ground Floor, NGO Regulatory Authority, Behind Lingadzi Inn, Next to MASM Clinic, Lilongwe** before **10:00am hours on 26th March, 2026**. Electronic bidding **will Not** be permitted and Late bids shall be rejected.

Bids will be opened in the presence of the bidders' representatives who choose to attend at the address shown at 8(c) below at **10:00am hours on 26th March, 2026**.

6. The addresses referred to above are:

(a) *Address for any clarifications regarding the Bidding Documents:*

**The Procurement and Disposal Unit
Ground Floor, NGO Regulatory Authority,
P.O. Box 31785
Behind Lingadzi Inn, Next to MASM Clinic
Lilongwe, MALAWI.
Email Address: fgowera@ngora.mw
Tel: +265 1 7700014**

(b) *Address for Submission of Bids:*

**The Chairperson, Internal Procurement and Disposal Committee,
Ground Floor, NGO Regulatory Authority , Tender Box
P.O. Box 31785
NGO Regulatory Authority
Lilongwe, MALAWI.**

(c) *Address for Bid Opening:*

**Ground floor, NGO Regulatory Authority Conference Room,
Behind Lingadzi Inn, Next to MASM Clinic
Lilongwe, MALAWI.**