



PARLIAMENT OF MALAWI



INVITATION FOR BIDS

DISPOSAL OF ELECTORAL DOCUMENTS

1. The Clerk of Parliament is, under Section 120 of the Presidential, Parliamentary and Local Government Elections Act, 2025, mandated to keep in safe and secure Custody all documents forming the official record of an election for a period of not exceeding Four months. After this period, these electoral materials can be disposed of. The four months period for the 2025 Tripartite Elections will be lapse on 27th February, 2026. In this regard, the Parliament of Malawi now invites sealed bids from eligible bidders for the procurement of shredded electoral documents. The estimated tonnage of the documents is 150 tones. The details are as follows:

NO	DESCRIPTION	PROCUREMENT REFERENCE NUMBER	LOCATION OF THE ELECTORAL DOCUMENTS
1.	Disposal of Electoral documents	POM/NCB/PDU/G/ ELECTORAL DOCUMENTS/2025-2026	Njewa-Lilongwe.
2.	Disposal of Electoral documents	POM/NCB/PDU/G/ ELECTORAL DOCUMENTS/2025-2026	Luwinga- Mzuzu
3.	Disposal of Electoral documents	POM/NCB/PDU/G/ ELECTORAL DOCUMENTS/2025-2026	Chirimba Industrial Area, Blantyre.

2. Bidders will be required to facilitate shredding of the papers before collection
3. Bidders will be required to facilitate weighting of papers (Whether weighbridge or use of heavy-duty scales)
4. Bidders are expected to bid on per ton basis.
5. Bidders must indicate how many tonnes they are interested to buy.
6. Bidders must also indicate the number of days they can take to collect the tonnage awarded to them.
7. Bidding will be conducted in accordance with Open Tender procedures contained in the Public Procurement and Disposal of Public Assets Act No. 27 of 2025 of the Government of the Republic of Malawi and is open to all bidders from eligible source countries.
8. Interested bidders may obtain further information from the following address:
**The Procurement and Disposal Unit
Parliament of Malawi
Presidential Way
Parliament Building - Room No. 247
LILONGWE**

Attention: The Ag. Chief Procurement Officer
Tel: +265 1 776 192/ +265 884 99 19 39/+265 884 637 862
Email: parliament@parliament.gov.mw

9. Sealed Bids clearly marked with the procurement reference number indicated in paragraph 1 above must be deposited in the Tender Box at the address in paragraph 10 (a) below at or before **14:00 hours (Local Time) on Friday, 20th March, 2026**. Late bids will be rejected and electronic bidding is not allowed.
10. Bids will be opened in the presence of the bidders or their representatives, who choose to attend in person in the Boardroom at the address in paragraph 10 (b) below at **14:00 hours (Local Time) on Friday, 20th March, 2026**.
11. Note that, before collecting the electoral documents, the successful buyer will be required to shred all the documents bought.
12. The addresses referred to above are:
 - (a) Submission of the Bid:
**The Chairperson
Internal Procurement and Disposal Committee
Parliament of Malawi
Parliament Building - Information Desk
Private Bag B362
LILONGWE 3**
 - (b) Opening of the Bids:
**Parliament of Malawi
Parliament Building - Room No. 251
Presidential Way
LILONGWE 3**