



Republic of Malawi

Ministry of Health

Invitation for Bids

For

Provision of Customs Clearing Services

Date of Issue: 7th April, 2026

1. The **Ministry of Health** has budgeted public funds to be used for the procurement of the above referenced Non Consulting Services and now invites sealed bids from eligible bidders for **Provision of the Customs Clearing Services** as described below.

No.	Description	Procurement Reference Number	Completion Period
1	Provision of Customs Clearing Services	031-01-MOH-HQ-NCS-NCB- 26/27-02	12 Months

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 Ministry of Health and inspect the bidding documents at the address given below at 9(a) during working days from 8.00am to 12.00pm and from 1.00pm to 4.00pm.
4. A complete set of Bidding Documents in English may be purchased by interested bidders or their representatives at **Cash Office** upon payment of a non-refundable fee of **Five Thousand Malawi Kwacha (MK5,000.00)** and collected from the **Procurement and Disposal Unit** at the address given below at 9(a) during working days from 8.00am to 12.00pm and from 1.00pm to 4.00pm. The method of payment will be **Cash** or **Bank Certified cheque**.
5. Bids, clearly marked on the outer envelope with *tender name and reference number* must be delivered to the address at 9(b) below and deposited in the Tender Box located on the **Second Floor, Ministry of Health Headquarters, Capital Hill, Lilongwe** at or before **14:00 hours** local time on **Monday 26th April, 2026**. **Bidding Documents from Bidders must be registered with Procurement Office, Room Number 73 B before being deposited.**
6. All bids must be accompanied by a Duly Signed and Stamped Bid Securing Declaration Form. Electronic bidding **will Not** be permitted and Late bids shall be rejected.
7. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address shown at 9(c) below at **14:00 hours** local time on **Monday 26th April, 2026**.
8. Ministry of Health does not bind itself to accept the lowest or any other bid and reserves the right to cancel the whole or in part of the procurement proceeding at any stage.
9. The addresses referred to above are:

(a) *Address for Inspection and Collection of Bidding Documents:*

The Procurement and Disposal Unit
1st Floor, Room number 73B, Ministry of Health,
P.O. Box 30377
Capital Hill,
Lilongwe, MALAWI.
Email Address: dalireni.kachinjika@health.gov.mw or
dalirenikachinjika@gmail.com
Tel: 265 1 789 400 Fax: 265 1 789 431

(b) *Address for Submission of Bids:*

The Chairperson, Internal Procurement and Disposal Committee,
2nd Floor Landing, Ministry of Health, Tender Box
P.O. Box 30377
Capital Hill,
Lilongwe, MALAWI.

(c) *Address for Bid Opening:*

1st Floor, Ministry of Health Conference Room,
P.O. Box 30377
Capital Hill,
Lilongwe, MALAWI.