



MONTROSE INTERNATIONAL LLP

INVITATION TO TENDER

Tender No.: MLLP-154-MALMATHS D2026

Distribution of Teacher Learning Materials for the Terms 1 and 2 of 2026/2027 and Terms 1, 2 and 3 of 2027/2028 Academic Years

Montrose International LLP invites suitably qualified and experienced logistics service providers to submit proposals for the handling, management, and distribution of teacher and learner learning materials to public primary schools and/or zones across Malawi.

Montrose International LLP is contracted by the UK Government's Foreign, Commonwealth and Development Office (FCDO / Client) to lead technical assistance to the Malawi Ministry of Basic and Secondary Education for Phase Two of the National Maths Curriculum Reform Programme. Under this procurement, Montrose seeks to engage a local logistics supplier to support distribution of Teaching and Learning Materials for the 2026/2027 and 2027/2028 academic years.

Scope of Services

- Receipt, verification, sorting, secure storage, loading and dispatch of materials;
- Transportation and last-mile delivery to designated public primary schools and/or zones nationwide;
- Use of track-and-trace/barcode scanning systems;
- Completion and submission of Proofs of Delivery;
- Twice-weekly distribution status reporting and same-day exception reporting;
- Appropriate insurance cover for goods in transit;
- Delivery of standard learner workbooks, teacher guides, and any large-print or accessible-format materials as required.

The estimated distribution volume is approximately 29,885 cartons for Term 1 and 24,000 cartons for Term 2, covering approximately 6,000 public primary schools across 34 education districts in Malawi.

Key Dates

Activity	Date
ITT Published	3 July 2026
Deadline for Clarification Requests	8 July 2026
Responses to Clarifications Issued	10 July 2026
Deadline for Proposal Submission	17 July 2026, 18:00 CAT
Estimated Evaluation Completion	22 July 2026
Award Notification	24 July 2026
Estimated Contract Signature	28 July 2026
Term 1 Distribution Period	30 July – 3 September 2026
Term 2 Distribution Period	22 October – 10 December 2026

Eligibility and Submission Requirements

Interested tenderers must submit both a Technical Proposal and a Financial Proposal. The Technical Proposal should demonstrate relevant logistics experience, operational capacity, routing and scheduling methodology, quality assurance processes, fleet and staffing capacity, fuel risk mitigation, insurance arrangements, and sustainability, gender equity and social inclusion measures.

Mandatory documents include, but are not limited to:

- Cover letter on company letterhead;
- Valid business registration certificate;
- Recent tax payment certificate;
- Evidence of relevant distribution contracts completed within the last four years;
- Evidence of sufficient financial resources;
- Workplan, methodology, route schedule and distribution plan;
- Vehicle and staffing capacity details;
- Child protection and safeguarding policies;
- Completed financial proposal using Annex 1.

Submission Instructions

Interested bidders must request the full bid documents from Montrose International LLP by email before preparing their submissions. Requests for bid documents, tender documents, and clarifications should be submitted to: procurement@montroseint.com

All emails must use the subject line:

INVITATION TO TENDER FOR DISTRIBUTION OF TEACHER LEARNING MATERIALS MLLP-154-MALMATHS D2026

Deadline for submission: 17 July 2026 at 18:00 CAT

Late submissions will not be accepted. Physical submissions will not be accepted.

Montrose International LLP reserves the right to accept or reject any proposal, cancel the procurement process, request clarification, or vary the process at any stage. Award will be based on best value, considering both technical quality and financial proposal.