



MZUZU UNIVERSITY

INVITATION TO TENDER (ITT) NOTICE

SUPPLY AND DELIVERY OF STATIONERY AND COMPUTER CONSUMABLES UNDER FRAMEWORK AGREEMENT

Procurement Reference Number : **MU/IPDC/05/2024**

Issue Date : **27th May 2024**

- 1 **Mzuzu University** has funds within its budget to be used for the procurement of stationery and computer consumables.
- 2 **Mzuzu University** now invites sealed bids from eligible bidders for the **supply and delivery of stationery and computer consumables** under framework agreement.
- 3 Bidding will be conducted in accordance with the **National Competitive Bidding** Procedures contained in the Government of Malawi's Public Procurement Act of 2017 and is open to all eligible bidders.
- 4 Bidders may obtain further information from; **The Secretary, Internal Procurement and Disposal Committee (IPDC), Mzuzu University** in writing using the following email: pdu@mzuni.ac.mw and inspect the bidding documents at the address given below from **08:00 AM to 04:00 PM** from Monday to Friday.
- 5 A complete set of Bidding Documents in English may be purchased by interested bidders from the address shown at 7(a) below upon payment of a non-refundable fee of **K5,000.00**. The method of payment will be **cash** deposited in the following bank account:
 - a) Account Name : **Mzuzu University Revenue Account**
 - b) Account Number : **630168**
 - c) Bank : **National Bank- Mzuzu Branch**

- 6 Bids must be delivered at the address shown at 7(b) below at or before **14:00 hours on Tuesday, 25th June, 2024**. Late bids shall be rejected. Bids will be opened in the presence of bidder's representatives who choose to attend at the address shown at 7(c) below at **14:00 hours on Tuesday, 25th June, 2024**.
- 7 a) Bids may be collected at **The Secretary, Internal Procurement and Disposal Committee (IPDC), Mzuzu University, Private Bag 201, Luwingu, Mzuzu 2. (Procurement and Disposal Unit – House Number 21)**
- (b) Bids must **strictly** be deposited in the **Tender Box** placed at the **Reception** in the **Administration Block** at **Mzuzu University Campus**.
- (c) Bid opening will take place in the **Mzuzu University Boardroom** at **Mzuzu University, Private Bag 201, Luwingu, Mzuzu 2**.
- 8 Sealed bids clearly marked "**Supply and Delivery of Stationery and Computer Consumables**" should be addressed to:

**The Chairperson,
Internal Procurement and Disposal Committee (IPDC),
Mzuzu University,
Private Bag 201,
Luwingu,
Mzuzu 2.**