

REQUEST FOR BIDS (RFB)-WORKS



BALAKA DISTRICT COUNCIL

Subject of Procurement	Procurement of Works for Iceland-Malawi Basic Services Programme (IMBSP)
Implementation Period	2026-2027 Financial Year
Date of Issue	Monday, 20th July, 2026

Balaka District Council received a grant financing from The Embassy of Iceland through the Iceland-Malawi Basic Services Programme (IMBSP) to finance the construction of school infrastructure in Balaka District.

The Chairperson, Internal Procurement & Disposal of Assets Committee, Balaka District Council now invites sealed bids from prospective bidders for the construction of the following:

Lots	Description of Works	Coordinates	Procurement Reference No.	CIRA Category	Construction Period
1	Construction of Mvimbang'oma Primary School in T/A Kalembo in Balaka District	14.53177 South 35.93384 East	BLKDC/NCB/IMBSP/W/2026-2027/01	5 Billion Building	240 Days
2	Construction of Namanje Primary School in T/A Kalembo in Balaka District	E 739034 N835711 8	BLKDC/NCB/IMBSP/W/2026-2027/02	5 Billion Building	240 Days

Bidding will be conducted in accordance with Open Tendering using National Competitive Bidding (NCB) as specified in the Public Procurement and Disposal Authority ACT No. 7 of 2025 and is open to all eligible bidders as defined in the Procurement Regulations of 2020.

Interested eligible bidders may obtain further information from the Balaka District Council Procurement Unit; and inspect the bidding Documents at the address given below at clause 7 (a)

from 08.00 to 12-00; 13.00 to 16.00 hours local time (Monday to Friday), except National Public Holidays), by phone: +265 (0) 99 320 53 58 or e-mail: gamafrancis6@gmail.com.

A complete set of Bidding Documents in English may be obtained by interested bidders on the MANePS system at www.maneps.mw or upon request by e-mail; gamafrancis6@gmail.com. Bidding documents will be shared through e-mail upon request.

Bids must be valid for **120** Days after bid opening and must be accompanied by a bid security of Ten Million Kwacha Only (MK10,000,000.00). The bid security shall be in the form of a bank guarantee, certified cheque, bank draft, irrevocable letter of credit or payable order issued by a reputable financial institution operating in Malawi and acceptable to the employer. The bid security shall be valid for at least twenty eight (28) days beyond the bid validity period

A pre bid meeting shall be held at Balaka District Council board room on Thursday 23rd July, 2026 at 10:00 local time, followed by a site visit to the project sites. Attendance by all prospective bidders is optional but bidders are encouraged to attend. Construction site coordinates are provided in the table above.

Bids shall be submitted at or before 11:00 hours local time on Monday 10th August 2026. Late bids shall be rejected. All bids can be submitted electronically to the MANePS system. Alternatively, bids can be submitted in hard copy to the Balaka District Council Tender box. A copy of all bids must be shared electronically with the Embassy of Iceland, lilongwe@mfa.is for oversight purposes. Bidders must ensure that information in both bids is identical.

On the **day** following submission, on 11th August 2026, all bidders will receive an e-mail from the procuring officer with an overview of all bids received and under evaluation. If there are any cases where submissions through the MANePS system were not successful, bidders are required to notify the procuring entity by the 12th August 2026.

Bids may be deposited in the Tender or before 11.00 hours' local time on Monday, 10th August, 2026 at the following address:

The Chairperson,
Internal Procurement & Disposal of Assets Committee,
Balaka District Council, Balaka District Council Boardroom
Private Bag 1
Balaka.

All bids must be accompanied by a Bid Securing Declaration in our format. Late bids shall be rejected. Bids will be opened in the presence of bidders' representatives, who may choose to attend, at the address above at 11.00 hours, local time on Monday, 10th August, 2026.

NOTE

- With reference to circular PPDA01/22 on processing of procurement in Malawi National Electronic Procurement System, this procurement process applies a hybrid approach to better align to and prepare for full rollout of the [MaNePs](#) system. This is done in consultation and approval by PPDA. Therefore, the site visit and bid opening is optional, but not required of the representatives of bidders.
- Bids may be submitted electronically through the MANePS system, and all bidders must be registered within the MANePS system. For support pertaining to the MANePS system, call: + (265) 885 975 666 4290 or e-mail; maneps.support@PPDA.mw
- Evaluation and award shall be conducted in accordance with the PPDA Act, applicable regulations and the criteria stated in the bidding documents. Balaka District Council shall evaluate bids based on responsiveness, eligibility, qualification requirements, experience, financial capacity, technical capacity, and price, among other criteria stated in the bidding documents. The Embassy of Iceland shall have observer status in the evaluation process.