

REQUEST FOR QUOTATION (RFQ)-GOODS



BALAKA DISTRICT COUNCIL

Subject of Procurement	Procurement of Goods for Iceland-Malawi Basic Services Programme (IMBSP)
Implementation Period	2026-2027 Financial Year
Date of Issue	Monday, 19 October, 2026

1. Balaka District Council received a grant financing from The Embassy of Iceland through the Iceland-Malawi Basic Services Programme (IMBSP) to finance the procurement of seedlings, bee keeping protective equipment and beehives for distribution to Village Natural Resources Management Committees (VNRMC) in Balaka District.
2. The Chairperson, Internal Procurement & Disposal of Assets Committee, **Balaka District Council** now invites sealed bids from prospective bidders for the procurement of the following:

Lots	Description of Goods	Procurement Reference No.	PPDA Category	Delivery Period
1	Procurement of Bee keeping protective equipment	BLKDC/FORESTRY/IMBSP/G/2026-27/03	100M	7
2	Procurement of Beehives	BLKDC/FORESTRY/IMBSP/G/2026-27/04	100M	7
3	Procurement of Seedlings	BLKDC/FORESTRY/MBSP/G/2026-27/03	100M	7

3. Bidding will be conducted in accordance with Open Tendering using Request for Quotations (RFQ) 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.

4. Interested eligible bidders may obtain further information from the Balaka District Council Procurement Unit; and inspect the Request For Quotation 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.
5. A complete set of Request For Quotations in English may be obtained by interested bidders upon request by e-mail; gamafrancis6@gmail.com. Request for Quotations (RFQ) will be shared through e-mail upon request.
6. RFQs must be valid for 45 Days after bid opening and must be accompanied.
7. RFQs shall be submitted at or before 14:00 hours local time on Friday 23rd October 2026. Late bids shall be rejected. All RFQs should 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@utn.is for oversight purposes. Bidders must ensure that information in both bids is identical.
8. On the day following submission, on 26th October, 2026, all bidders will receive an e-mail from the procuring officer with an overview of all bids received and under evaluation.
9. RFQs may be deposited in the Tender box or before 14.00 hours' local time on Friday, 23rd October, 2026 at the following address:

The Chairperson,
Internal Procurement & Disposal of Assets Committee,
Balaka District Council, Balaka District Council Boardroom
Private Bag 1
Balaka.
10. Late bids shall be rejected. RFQs will be opened in the presence of bidders' representatives, who may choose to attend, at the address above at 14.00 hours, local time on Friday, 23rd October, 2026.

NOTE

Evaluation and award shall be conducted in accordance with the PPDA Act, applicable regulations and the criteria stated in the Request for Quotation 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 Request for Quotation documents. The Embassy of Iceland shall have observer status in the evaluation process.