



MALAWI ELECTORAL COMMISSION

Invitation for bids for the Supply and delivery of Election Management System Spare Parts

Procurement Reference Number: MEC/2025/2026/ICT/EMS/NCB/002

Date of Issue: 16th February 2026

Closing Date: 9th March 2026

The Malawi Electoral Commission (MEC) is a Constitutional Body created to supervise and direct the conduct of all statutory elections and determination of constituency and ward boundaries on behalf of the Malawi Government. MEC intends to use part of its budgeted funds in the 2025/2026 financial year to Procure **Election Management System (EMS) Spare parts**.

1. Malawi Electoral Commission (MEC) is inviting sealed bids from eligible bidders as follows
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 bidders may obtain further information and/or inspect the bidding documents at the following address during working days from 8:00am to 4:00pm: **The Secretary, Internal Procurement and Disposal Committee, Malawi Electoral Commission, Chisankho House, City Centre, Private Bag 113, Lilongwe. Email: procurement@mec.org.mw.**
4. Bidding document in English may be purchased from MEC Accounts office at a non-refundable fee of **K10,000.00** payable through an **FDH Bank Account**: Malawi Electoral Commission, Account: 1040000098847, Blantyre Branch. Bidders should then collect their bidding document from Procurement Department after presenting a receipt as proof of payment.

Sealed bids clearly marked "EMS Spare Parts" must be delivered to the address below at 5(a) and deposited in the tender box located at the **Reception of MEC Head Offices in Lilongwe in Procurement Department** at or before **10:00 Hours Local Time on 9th March 2026**. Late bid will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 5(b) at **10:00 Hours Local Time on 9th March ,2026**.

5. Addresses for Submission and Opening of bids
(a) Address for Submission of bids:

**The IPDC Chairperson, Malawi Electoral Commission,
Chisankho House, City Centre,Masuku Road, Off Independence Drive
Ground Floor, Procurement Department Reception,
Private Bag 113,
Lilongwe,
Malawi.**

- (b) Address for Opening of bids:
**Malawi Electoral Commission's Boardroom,
2nd Floor, Chisankho House, City Centre, Masuku Road, Off Independence Drive
Off Independence Drive,
Lilongwe,
Malawi.**
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