



**MALAWI GOVERNMENT  
KAMUZU CENTRAL HOSPITAL**

**Invitation for Bids  
Supply and Delivery of Goods and Provision of Non-  
Consultancy Services**

**Date of Issue: 7<sup>th</sup> JANUARY, 2025**

1. Kamuzu Central Hospital has allocated funds in its 2025/2026 Financial Year budget and intends to use part of the proceeds of these funds for payments under contracts for supply and delivery of goods and provision of non-consultancy services for the Main Hospital and the Cancer Centre.
2. The Chairperson, Internal Procurement and Disposal Committee, for the Hospital now invites sealed bids from eligible bidders for supply and delivery of the goods and services as follows;

NO	TENDER DESCRIPTION	TENDER REFERENCE NUMBER	TYPE OF CONTRACT	PRE BID MEETING ATTENDANCE	TARGETED MSME CATEGORY
1.	Supply and Delivery of Medicines and Medical Supplies in 2025/2026 Financial Year	031/IPDC/KCH/G/NCB.25-26/001	Framework Agreement	Optional	All
2.	Supply and Delivery of Foodstuffs	031/IPDC/KCH/G/NCB/25-26/002	Framework Agreement	Optional	Micro, Small and Medium Enterprises
3.	Supply and Delivery of Consumable Stores	031/IPDC/KCH/G/NCB/25-26/003	Framework Agreement	Optional	Micro and Small Enterprises
4.	Supply and Delivery of Hardware and Maintenance Materials	031/IPDC/KCH/G/NCB/25-26/004	Framework Agreement	Optional	Micro and Small Enterprises
5.	Supply and Delivery of Toners and Date Stamps	031/IPDC/KCH/G/NCB/25-26/005	Framework Agreement	Optional	Micro and Small Enterprises
6.	Provision of maintenance services for Fridges, Air conditioners, Air Handling Units and Coldrooms	031/IPDC/KCH/S/NCB/25-26/001	Framework Agreement	Mandatory	Medium Enterprises
7.	Provision of Electrical Maintenance Services	031/IPDC/KCH/S/NCB/25-26/002	Framework Agreement	Optional	Small Enterprises
8.	Provision of Cleaning Services	031/IPDC/KCH/S/NCB/25-26/003	Fixed Price Contract	Mandatory	Medium Enterprises
9.	Provision of Security Services	031/IPDC/KCH/S/NCB/25-26/004	Fixed Price Contract	Mandatory	Medium Enterprises

10.	Provision of Motor Vehicle Maintenance Services	031/IPDC/KCH/S/NCB/25-26/005	Framework Agreement	Optional	Small Enterprises
11.	Provision of Waste Management Services	031/IPDC/KCH/S/NCB/25-26/006	Fixed Price Contract	Mandatory	Medium Enterprises
12.	Provision of Landscaping Services	031/IPDC/KCH/S/NCB/25-26/007	Fixed Price Contract	Mandatory	Medium Enterprises
13.	Provision of Custom Clearing and Freight Services	031/IPDC/KCH/S/NCB/25-26/008	Framework Agreement	Optional	Small Enterprises
14.	Provision of Elevator Maintenance Services	031/IPDC/KCH/NCB/S/25-26/009	Framework Agreement	Optional	Small Enterprises
15.	Provision of Landscaping Services at the Cancer Centre	031/IPDC/CC/NCB/25-26/01	Fixed Price Contract	Mandatory	Medium Enterprises
16.	Provision of Security Services at the Cancer Centre	031/IPDC/CC/NCB/25-26/02	Fixed Price Contract	Mandatory	Medium Enterprises
17.	Provision of Cleaning Services at the Cancer Centre	031/IPDC/CC/NCB/25-26/03	Fixed Price Contract	Mandatory	Medium Enterprises

3. Bidders may bid for either one or more lots, and bidding will be conducted through the National Competitive Bidding (NCB) procedures contained in the Public Procurement and Disposal of Public Assets Act 2017 and Regulations of the Government of the Republic of Malawi and is open to all eligible bidders.
4. Interested eligible bidders may obtain further information and inspect the bidding documents at the address **12 (a)** below from **8:00 am to 12:00 noon** and from **1:00 pm to 4:00 pm local time** (Monday to Friday, except on Public Holidays).
5. A complete set of **electronic** bidding Documents in **English** may be purchased by interested bidders on request to the address **12 (a)** below and upon payment of a non-refundable fee of **MK 5,000 (Five Thousand Malawi Kwacha only)** at Kamuzu Central Hospital's Cash Office, at address **12 (b)** below from **8:00 am to 12:00 noon** and from **1:00pm to 3:30 pm local Time** (Monday to Friday, except on Public Holidays). The method of payment will be **cash** and a **General Receipt** will be issued for all payments.
6. The bidding documents will be issued to the bidder immediately upon presentation of an Original General Receipt as proof of payment. Bidding documents in **electronic copies** will be issued from the Procurement and Disposal Unit (PDU), White Prefabricated Offices (**Old 500 Miles Building**) Opposite OPD 2 from **8:00 am to 12:00 noon** and from **1:00pm to 4:00 pm local Time** (Monday to Friday, except on Public Holidays).
7. For procurements that are indicated "**Mandatory**" **Pre Bid Meeting**, in the table above, bidders are required to attend the Pre Bid meeting that will be held at the **Old Surgical Library Conference Room at 12 (c)** below on **Tuesday, 14<sup>th</sup> January, 2025 at 9:00 hours**. Attendance of the meeting for such specified procurements is **MANDATORY** as this will help the bidders to prepare realistic bids. **Bidders who choose not to attend this meeting shall be disqualified.**

8. For procurements that show “**Optional**” **Pre Bid Meeting** in the table above, bidders may attend the Pre Bid meeting that will be held at the **Old Surgical Library Conference Room at 12 (c)** below on **Thursday, 16<sup>th</sup> January, 2025 at 9:00 hours**. Attendance of this pre-bid meeting is **OPTIONAL**. Bidders are encouraged to attend this important meeting as it will help them prepare realistic bids.
9. **Bid Validity Period** – The bid validity period shall be: **120 days**.
10. Sealed Bids, clearly marked on the outer envelope with “**Tender Description and Reference Number**” must be delivered through the address **12 (a)** below {**by registering with the Procurement and Disposal Unit and depositing in a tender box located near the main entrance (front door of the Administration Block near the Flag Pole) of Kamuzu Central Hospital in Lilongwe**} at or before **10:00am (local time) on Thursday, 6<sup>th</sup> February, 2025**. Electronic bidding **will NOT** be permitted. **Late bids shall be rejected and returned unopened.**
11. Bids will be opened in the presence of the bidders’ representatives, who choose to attend at the address **12 (c)** below at **10:00 am (local time) on Thursday, 6<sup>th</sup> February, 2025**. All bids must be accompanied by an **Original General Receipt** obtained at address 12(b) below, a duly **Signed Bid Security/ Bid Securing Declaration Form on the Bidder’s Letterhead**.
12. The addresses referred to above are;

**(a) Address for inspection, clarification, issuing and registration of bids**

The Chairperson,  
Internal Procurement and Disposal Committee  
Kamuzu Central Hospital  
**Procurement and Disposal Unit,**  
White Prefabricated Building (**Old 500 Miles – Prosthetics and Orthotics Clinic**)  
Opposite OPD 2 Near Eye Department  
P.O. Box 149,  
Lilongwe.

Email: [dmsendema@gmail.com](mailto:dmsendema@gmail.com) cc: [carolmwawanda@gmail.com](mailto:carolmwawanda@gmail.com), [ybilesi@gmail.com](mailto:ybilesi@gmail.com)  
[ckalipa@yahoo.co.uk](mailto:ckalipa@yahoo.co.uk), [abelkamanga@ymail.com](mailto:abelkamanga@ymail.com)

**(b) Address for purchasing of bidding documents**

Kamuzu Central Hospital  
**Cash Office,**  
**Administration Block, near the Flag Pole**  
P.O. Box 149,  
Lilongwe.

**(c) Address for Pre bid meeting and bid opening**

The Chairperson,  
Internal Procurement and Disposal Committee  
Kamuzu Central Hospital

**Old Surgical Library Conference Room**  
**Administration Block, near the Flag Pole**  
P.O. Box 149,  
Lilongwe.