



ZOMBA CITY COUNCIL

INVITATION FOR BIDS

NATIONAL COMPETITIVE BIDDING

DATE OF ISSUE OF BID DOCUMENTS: 9TH JANUARY, 2025

1. Zomba City Council has budgeted funds from the local Revenue for 2024/25 financial year budget and intends to use part of these funds for the procurement of goods and services under framework agreement as below:

Lot No.	Description	Procurement No.	Duration of Contract
1	Provision of Security Services	ZCC/SECURITY/2024-25	12- months
2	Supply and Delivery of Stationery	ZCC/STATIONERY/2024-25	12- months
3	Supply and Delivery of Consumables	ZCC/CONSUMABLES/2024-25	12- months
4	Supply and Delivery of Motor Vehicle Tyres, Batteries and Lubricants	ZCC/TBL/2024-25	12-months

2. The Chairperson, Internal Procurement and Disposal Committee of Zomba City Council now invites sealed Bids from eligible and qualified consultancy service providers and registered suppliers.

3. Bidding will be conducted in accordance with the open tendering procedure contained in the Public Procurement and Disposal of Assets act (2017), Public Procurement Regulations, 2020 (Government Notice No. 24) and PPDA Circular, Ref. No. PPDA/01/22 and is open to all eligible bidders.

4. A complete set of bidding document in English may be purchased by interested Bidders upon payment of non-refundable fee of **MK10,000.00** for each lot to the address below **(6a)** and payment will be in cash deposited to the following account: **Zomba City Council, Development Account No. 0001005098811, National Bank of Malawi.**

5. Completed bids in sealed envelopes clearly marked with the description of goods and Services, and their reference numbers should be delivered and deposited at the address below **(6b)** before **10:00 hour's** local time. Electronic bidding will not be permitted. Late bids will be rejected and returned unopened. Bids will be opened in the presence of bidders or their representatives who choose to attend at the address below **(6c)** at **10:00 hour's** local time on **Monday 10<sup>th</sup> February, 2025.** All bids must be accompanied by a duly signed **Bid Securing Declaration form.**

6. The addresses referred to above are:

a) Address for Purchasing, Inspection and Issuing of Bidding documents:

**Zomba City Council,**

**1<sup>st</sup> Floor, Room 25**

**Nkulichi Road**

**P.O Box 43**

**Zomba**

**Malawi**

**Tel: 01 524 157**

b) Address for Submission of documents:

**ATT: The Chairman, Internal Procurement and Disposal Committee**

**Zomba City Council,**

**1<sup>st</sup> Floor, Room 25**

**Nkulichi Road**

**P.O Box 43**

**Zomba**

**Malawi**

c) Address for Opening of Bids

**Zomba City Council,**

**CIVIC OFFICE CHAMBER**

**Nkulichi Road**

**P.O Box 43**

**Zomba**

**Malawi**