



MALAWI ELECTORAL COMMISSION

Invitation for Bids

Supply and Delivery of Civic and Voter Education Materials

Tender Reference Number MEC/2023/2024/CVE/TPE/NCB/002

Date of Issue: 13th September 2023

1. The Malawi Electoral Commission (MEC) has budgeted public funds to be used for procurement of the above referenced goods and now invites sealed bids from eligible bidders for Supply and Delivery of Civic and Voter Education Materials as below:

Lot No.	Description	Quantity	Delivery Period
1	Civic and Voter Education Branding Materials	Various	8 Weeks
2	Civic and Voter Education Electronic Equipment	Various	8 Weeks

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 eligible bidders may obtain further information from Malawi Electoral Commission and inspect the bidding documents at the address given below at 7(a) during working days from **8.00am to 12.00pm** and from **1.00pm to 4.00pm**.
4. A complete set of Bidding Documents in English may be purchased by interested bidders or their representatives at **MEC Cash Office, 2nd Floor, Room No. 316, Development House, City Centre** upon payment of a non-refundable fee of **MK10,000.00 (Ten Thousand Malawi Kwacha)** per tender, payable in **cash**. Bidders should then collect their bidding documents from the office of the **Procurement Manager** at the address given below at 7(a) during working days from **8.00am to 12.00pm** and from **1.00pm to 4.00pm**.

Alternatively, payment may be made through an **FDH Bank Account**: Malawi Electoral Commission, Account: 1040000098847, Blantyre Branch. The documents will be sent by **email**.

5. Bids clearly marked on the outer envelope with *tender name and reference number* must be delivered to the address at 7(b) below and deposited in the tender box located at the Reception of MEC Head Offices in Lilongwe in Procurement Department at or before **14:00hours local time on 12th October 2023**. Electronic bidding **will not** be permitted, and late bids shall be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address shown at 7(c) below at **14:00hours local time on 12th October 2023**.
6. Malawi Electoral Commission does not bind itself to accept the lowest or any other bid and reserves the right to cancel the whole or in part of the procurement proceeding at any stage.
7. The addresses referred to above are:
 - (a) **Documents may be inspected at:**
The Procurement Manager,
Development House, City Centre,
Plot number 13/5, Off Independence Drive, Ground Floor,
Private Bag 113,
Lilongwe.
Email Address: procurement@mec.org.mw
Cc: gchatepa@mec.org.mw
 - (b) **Bids must be delivered to:**
Procurement Office Reception,
Development House, City Centre,
Plot number 13/5, Off Independence Drive, Ground Floor,
Lilongwe.
 - (c) **Address for Bid Opening:**
Malawi Electoral Commission Main Boardroom,
Development House, City Centre,
Plot number 13/5, Off Independence Drive, 2nd Floor,
Lilongwe.