



**Republic of Malawi
Ministry of Water and
Sanitation**



Lilongwe Water Board

REQUEST FOR BIDS

PROVISION OF BRANDING SERVICE

Reference No.: LWB-BS-07-NS-RFQ-25

Date of Issue.: 15 JULY 2025

1. Lilongwe Water Board, a Statutory Corporation mandated under the Waterworks Act No. 17 of 1995 to supply potable water to the City of Lilongwe, has budgeted funds under recurrent expenditures and intends to apply part of the funds for the Provision of Branding Services.
2. Lilongwe Water Board now invites sealed bids from eligible bidders for the **Provision of Branding Services as follows:**

No.	Description of Activity	Quantity	Unit of Measure	Contract Period
1.	Provision of Branding Services to Water Bottling	1	Each	7-21 days

3. A complete set of Request for Quotation (RFQ) documents can be collected at **Lilongwe Water Board, Madzi House, Procurement and Disposal Unit (PDU) situated off Likuni Road** from **08:00 to 12:00 and 13:30 to 16:00 hours local time (Monday to Friday)** except on national public holidays.
4. Bidding for the above-listed activity shall be conducted in accordance with request for Quotation procedures contained in the Public Procurement and Disposal of Assets Law and Public Procurement Regulations, 2020 (Government Notice No. 24).

5. Quotations clearly marked **“Provision of Branding Services”** must be delivered to the address given in **6 (a) below at or before Monday 21st July 2025 at 14:00 hours** and late quotations shall be rejected.
6. The address for submission of bids/quotations are as follows:
 - (a) Address where Bids/quotations will be deposited:

**The Chairperson
Internal Procurement and Disposal Committee
Lilongwe Water Board
Madzi House
Off Likuni Road
P.O. Box 96
LILONGWE**