



BLANTYRE CITY COUNCIL

REQUEST FOR QUOTATIONS

**PROCUREMENT OF BUSINESS CARDS FOR THE MAYOR'S PARLOUR PROCUREMENT
REFERENCE NO.BCC/GOODS/01/11/26**

PROCUREMENT TARGET: MICRO ENTERPRISES

DATE OF Publication: 21st November, 2025

1. **Blantyre City Council (BCC)** has budgeted funds for the Procurement of Business Cards for the Mayor's Parlour.
2. In line with section 37 of Public Procurement and Disposal of Assets Act 2025 and Para.14 of Public Procurement and Disposal of Assets. (Participation by Micro, Small and Medium Enterprises) **MSME Order 2020**, the Council wishes to invite the Micro Enterprises to collect Request for Quotation Documents (RFQ) to submit their quotations to the Council for the supply and delivery of Business Cards for the Mayor's Parlour.
3. The Request for Quotation Documents (RFQ) can be collected at Blantyre City Council Civic Centre Offices, Procurement and Disposal Unit (PDU) from 8:00am to 4:30pm on Friday, 21st November 2025 to Tuesday, 25th November 2025.
4. Bidding for the procurement of Business Cards for the Mayor's Parlour 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 "Supply and Delivery of Business Cards for the Mayor's Parlour" must be delivered to the Address at (7) below at or before Tuesday 25th November 2025 at **16.00 Hours** and late Quotations shall be rejected.
6. ***Blantyre City Council shall prioritise the submitted quotation in line with Section 62 (11) of the Public Procurement and Disposal of Public Assets Act 2025 and the circular issued by the Public Procurement and Disposal of Assets Authority (PPDA) on 1st July, 2019. Please take note that all indigenous Black Malawian shall enjoy 20% margin of preference.***

7. Address for submission of Quotations is:

The Chairperson
Internal Procurement and Disposal Committee
Blantyre City Council
Private Bag 67
Blantyre