



**BLANTYRE CITY COUNCIL**

**REQUEST FOR QUOTATIONS**

**PROCUREMENT OF MAILERS FOR APRIL TO SEPTEMBER 2025 CITY RATES BILLING  
FOR THE BILLING SECTION PROCUREMENT REFERENCE NO.BCC/GOODS/01/05/32**

**PROCUREMENT TARGET: MEDIUM ENTERPRISES**

***DATE OF Publication: 29<sup>th</sup> May, 2025***

- 1. Blantyre City Council (BCC)** has budgeted funds for the procurement of Mailers for April to September 2025 city rates billing for the Billing Section.
- 2.** In line with section 36 of Public Procurement and Disposal of Assets Act 2017 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 Medium Enterprises to collect Request for Quotation Documents (RFQ) to submit their quotations to the Council for the supply and delivery of Mailers for April to September 2025 city rates billing for the Billing Section.
- 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 Thursday, 29<sup>th</sup> May 2025 to Monday, 2<sup>nd</sup> June, 2025.
- 4.** Bidding of Mailers for April to September 2025 city rates billing for the Billing Section 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 “Mailers for April to September 2025 City Rates Billing for the Billing Section” must be delivered to the Address at (7) below at or before Monday 2<sup>nd</sup> June 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 1<sup>st</sup> 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