



BLANTYRE CITY COUNCIL

REQUEST FOR QUOTATIONS

**PROCUREMENT OF STATIONERY FOR MAYOR'S PARLOUR AND HUMAN
RESOURCES DEPARTMENT**

PROCUREMENT REFERENCE NO.BCC/GOODS/01/05/02

PROCUREMENT TARGET: MICRO, SMALL AND MEDIUM ENTERPRISES

DATE OF Publication: 8th April, 2025

- 1. Blantyre City Council (BCC)** has budgeted funds for the Procurement of stationery for mayor's parlour and human resources department.
- 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 Micro, Small and Medium Enterprises to collect Request for Quotation Documents (RFQ) to submit their quotations to the Council for the Procurement of stationery mayor's parlour and human resources department.
- 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 16:00pm on Thursday, 8th May 2025 to Monday, 12th May 2025.
- 4.** Bidding for the procurement of stationery mayor's parlour and human resources department 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 "Procurement of stationery for mayor's parlour and human resources department)" must be delivered to the Address at (7) below at or before Monday, 12th May 2025 at **16:00 Hours** and late Quotations shall be rejected.
- 6. Address for submission of Quotations is:**

The Chairperson
Internal Procurement and Disposal Committee
Blantyre City Council

Private Bag 67
Blantyre