



BLANTYRE CITY COUNCIL

REQUEST FOR QUOTATIONS

PROCUREMENT OF STATIONERY FOR OCTOBER 2025 TO MARCH 2026 BILLING

PROCUREMENT REFERENCE NO.BCC/GOODS/01/07/23

PROCUREMENT TARGET: MICRO, SMALL AND MEDIUM ENTERPRISES

DATE OF Publication:28th July, 2025

1. **Blantyre City Council (BCC)** has budgeted funds for the Procurement of stationery for October 2025 to march 2026 billing.
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 for October 2025 to march 2026 billing.
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 Monday,28th July 2025 to Friday, 1st August 2025.
4. Bidding for the procurement of stationery for October 2025 to march 2026 billing 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 October 2025 to march 2026 billing)” must be delivered to the Address at (7) below at or before Friday, 1st August 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