



BLANTYRE CITY COUNCIL

REQUEST FOR QUOTATIONS

PROCUREMENT OF SERVICE FOR THE PROVISION OF CONFERENCE PACKAGE FOR BUDGET PREPARATION UNDER MALAWI WATER AND SANITATION PROJECT-1 OUTSIDE BLANTYRE CITY PROCUREMENT REFERENCE NO.BCC/SERVICE/02/03/03/MWSP-1

PROCUREMENT TARGET: MEDIUM ENTERPRISES

DATE OF Publication: 14th March, 2025

- 1. Blantyre City Council (BCC)** has received funds for the Procurement of Service for the Provision of Conference package for Budget Preparation under Malawi Water and Sanitation Project-1 outside Blantyre City.
- 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 Provision of Conference package for Budget Preparation under Malawi Water and Sanitation Project-1 outside Blantyre City
- 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, 14th March 2025 to Wednesday, 19th March 2025.
- 4.** Bidding for the procurement of service for the Provision of Conference Package Services 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 Conference Package for Budget Preparation under Malawi Water and Sanitation Project-1 under Malawi Water and Sanitation Project-1 outside Blantyre City” must be delivered to the Address at (7) below at or before Wednesday 19th March 2025 at **10.00 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