



**BLANTYRE CITY COUNCIL**

**REQUEST FOR QUOTATIONS**

**PROCUREMENT OF SERVICES FOR THE PROVISION OF SNACKS AND REFRESHMENTS  
FOR THE 2025-26 FINANCIAL YEAR FOURTH QUARTER MEETINGS  
NO.BCC/SERVICE/02/04/01**

**PROCUREMENT TARGET: MEDIUM ENTERPRISES**

*DATE OF Publication: 1<sup>st</sup> April, 2026*

- 1. Blantyre City Council (BCC)** has budgeted funds for the Procurement of Services for the Provision of snacks and refreshments for the 2025-26 financial year fourth quarter meetings.
- 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 Medium Enterprises to collect Request for Quotation Documents (RFQ) to submit their quotations to the Council for the Provision of snacks and refreshments.
- 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 Wednesday, 1<sup>st</sup> April 2025 to Wednesday, 8<sup>th</sup> April 2025.
- Bidding for the procurement of service for the Provision of snacks and refreshments for the 2025-26 financial year fourth quarter meetings 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).
- Quotations clearly marked “Provision of snacks and refreshments for the 2025-26 financial year fourth quarter meetings” must be delivered to the Address at (7) below at or before Wednesday 8<sup>th</sup> April 2026 at **16.00 Hours** and late Quotations shall be rejected.
- Blantyre City Council shall priorities 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