BLANTYRE CITY COUNCIL

REQUEST FOR QUOTATIONS

SUPPLY AND DELIVERY OF STATIONERY AND TONER FOR ADMINISTRATION AND HUMAN RESOURCES

PROCUREMENT REFERENCE NO. BCC/GOODS/01/09/03

PROCUREMENT TARGET: MEDIUM ENTERPRISES

DATE OF Publication: 01st September, 2026

1. **Blantyre City Council (BCC)** has budgeted funds for the **Supply and delivery of stationery and toner for administration and human resources**

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 stationery and toner for administration and human resources**

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 Tuesday 02 September 2026 to Monday 07 September, 2026.***

4. Bidding for the **Supply and Delivery of stationery and toner for administration and human resources** 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 **"Supply and Delivery of stationery and toner for administration and human resources"** must be delivered to the Address at (7) below at or before ***Monday 07 September, 2026 at 16.00 Hours*** and late Quotations shall be rejected.

6. ***Blantyre City Council shall priotise the submitted quotation in line with Section 44 (10) of the Public Procurement and Disposal of Public Assets Act 2017 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