



## BLANTYRE CITY COUNCIL

### REQUEST FOR QUOTATIONS

#### PROCUREMENT FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR ADMINISTRATIVE SERVICES

PROCUREMENT REFERENCE NO.BCC/GOODS/01/02/19

PROCUREMENT TARGET: MEDIUM ENTERPRISES

*DATE OF Publication: 17<sup>th</sup> February, 2026*

1. Blantyre City Council (BCC) has budgeted funds for the **Procurement of Stationery for Administrative Services**.
2. In line with section 36 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 **Procurement of Cement for stationery for Administrative Services**
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 Tuesday 17<sup>th</sup> February, 2026 to Monday 23<sup>rd</sup> February, 2026**.
4. Bidding for the **Procurement of Stationery for Administrative 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 “**Procurement of Stationery Administrative Services**” must be delivered to the Address at (7) below at or before **Monday 23<sup>rd</sup> February 2026 at 16.00 Hours** and late Quotations shall be rejected.
6. *Blantyre City Council shall prioritise the submitted quotation in line with Section 44 (10) 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 1<sup>st</sup> 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**