



BLANTYRE CITY COUNCIL

REQUEST FOR QUOTATIONS

**PROCUREMENT FOR THE SUPPLY AND DELIVERY OF TONERS AND
LEVER ARCH FILES FOR FINANCE DEPARTMENT**

PROCUREMENT REFERENCE NO.BCC/GOODS/01/01/48

PROCUREMENT TARGET: MEDIUM ENTERPRISES

DATE OF Publication: 28th January, 2026

- 1. Blantyre City Council (BCC) has budgeted funds for the Procurement of Toners and lever arch files for Finance Department.**
- 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 Toners and lever arch files for Finance Department.**
- 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 Wednesday 28th January, 2026 to Monday 02nd February, 2026.**
- 4. Bidding for the Procurement of Toners and lever arch files for Finance Department 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 Toners and lever arch files for Finance Department” must be delivered to the Address at (7) below at or before Monday 2nd 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 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