



Republic of Malawi
Ministry of Water and Sanitation



Lilongwe Water Board

Request for Bids

SUPPLY, DELIVERY AND INSTALLATION OF AUDIT MANAGEMENT SOFTWARE SYSTEM
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Procurement Reference Number: **LWB-GO-AMSS-25-01-GO-RFB**

Date of Issue: **Friday, 04th July 2025**

1. Lilongwe Water Board has budgeted funds under its 2025/2026 Financial Year Budget and intends to apply part of the proceeds for the Procurement of Audit Management Software System.
2. The Lilongwe Water Board now invites sealed Bids from eligible Bidders as detailed below:

No.	Name of Procurement Activity	Quantity	Unit of Measure	Delivery period
1	Supply, Delivery and Installation of Audit Management Software System	1	Each	30-45 days

3. Bidding will be conducted through **International Competitive Bidding (ICB)** procedures and in full compliance with the provisions of Malawi's Public Procurement and Disposal of Public Assets Act No. 7 of 2025 and its Subsidiary Legislations. Bidding is open to all bidders as defined in the Bidding Document.
4. Eligible interested bidders may obtain further information and inspect the Bidding Document from the Procurement and Disposal Unit at the address given in 7(a) below from **08:00 to 16:00 hours** local time (Monday to Friday) except on national public holidays.

5. A complete set of Bidding Documents in English language may be purchased by interested bidders at 7(b) upon payment of non-refundable fee of **K10,000.00 (Ten Thousand Kwacha only)** or any convertible currency in cash or bank certified cheque.
6. Sealed Bids marked with the procurement reference number should be deposited in the Tender Box on or before **Wednesday, 23rd July, 2025** at **15:00 hours** local time. Electronic bidding will not be permitted, and late bids shall be rejected.
7. The address for inspection, purchase, submission and opening of bids are as follows:
 - a) Address where Bidding Documents will be inspected and collected:
Lilongwe Water Board
Procurement and Disposal Unit
Off Likuni Road
P O Box 96
LILONGWE
Fax: +265 (0) 1 757 343
E-mail: procurement@lwb.mw
 - b) Address where payment will be made:
Cashier's Office
Madzi House, Ground Floor
Off Likuni Road
LILONGWE
 - c) Address where bidding opening will take place:
Main Boardroom
Madzi House, First Floor
Off Likuni Road
LILONGWE
 - d) Address where bids will be deposited:
The Chairperson
Internal Procurement and Disposal of Assets Committee
Lilongwe Water Board
Madzi House
Off Likuni Road
P.O. Box 96
LILONGWE
8. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address given in 7(c) above at **15:00 hours local time** on **Wednesday, 23rd July, 2025**.