



BLANTYRE CITY COUNCIL

REQUEST FOR QUOTATIONS

PROCUREMENT OF STATIONERY FOR OCTOBER 2024 TO MARCH 2025 BILLING

REFERENCE NO.BCC/GOODS/01/08/30

PROCUREMENT TARGET: MICRO ENTERPRISES

DATE OF Publication: 21 August, 2024

- 1. Blantyre City Council (BCC) has budgeted funds for the Procurement of stationery for October 2024 to march 2025 billing.**

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 **Micro Enterprises** to collect Request for Quotation Documents (RFQ) to submit their quotations for the **Procurement of stationery for October 2024 to march 2025 billing**.

- 2. 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, 21 August 2024 to Monday, 26 August 2024.**
- 3. Bidding for the Procurement of stationery for October 2024 to march 2025 billing 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).**
- 4. Quotations clearly marked “Procurement of stationery for October 2024 to march 2025 billing” must be delivered to the Address at (7) below at or before Monday 22 July 2024 at 10:00 Hours and late Quotations shall be rejected.**
- 5. 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.**

6. Address for submission of Quotations is:

The Chairperson
Internal Procurement and Disposal Committee
Blantyre City Council
Private Bag 67
Blantyre