



Republic of Malawi
Ministry of Water and
Sanitation



Lilongwe Water Board

REQUEST FOR QUOTATION

**SUPPLY AND DELIVERY OF 2025 CALENDARS, 2025 DIARIES AND
UMBRELLAS**

Reference No.: LWB-CDU-2401-GO-RFQ

Date of Issue.: 09 AUGUST 2024

1. Lilongwe Water Board, a Statutory Corporation mandated under the Waterworks Act No. 17 of 1995 to supply potable water to the City of Lilongwe, has budgeted funds for Supply and Delivery of 2025 Calendars, 2025 Diaries and Umbrellas.
2. Lilongwe Water Board now invites sealed bids/quotations from eligible bidders for the **Supply and Delivery of 2025 Calendars, 2025 Diaries and Umbrellas as follows:**

S/N	Description of Activity	Quantity	Unit of Measure	Delivery Period
1.	Supply and Delivery of Branded 2025 Calendars	1,500	Each	30-45 days
2.	Supply and Delivery of Branded 2025 Diaries	500	Each	30-45 days
3.	Supply and Delivery of LWB Branded Umbrellas	1,000	Each	30-45 days

3. A complete set of Request for Quotation (RFQ) documents can be collected at **Lilongwe Water Board, Madzi House, Procurement and Disposal Unit (PDU) situated off Likuni Road** from **08:00 to 12:00 and 13:30 to 16:00 hours local time (Monday to Friday)** except on national public holidays.

4. Bidding for the above-listed activities 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 2025 Calendars, 2025 Diaries and Umbrellas”** must be delivered to the address given in **6 (a) below at or before Thursday 22nd August 2024 at 14:00 hours** and late quotations shall be rejected. Bids shall be accompanied by samples.
6. The address for submission of bids/quotations are as follows:
 - (a) Address where Bids/quotations will be deposited:
**The Chairperson
Internal Procurement and Disposal Committee
Lilongwe Water Board
Madzi House
Off Likuni Road
P.O. Box 96
LILONGWE**
 - (b) Address where bidding opening will take place:
**Main Boardroom
Madzi House, First Floor
Off Likuni Road
LILONGWE**