



ADMARC LIMITED

INVITATION TO BID (ITB) FOR SUPPLY AND DELIVERY OF OFFICE FURNITURE BY NATIONAL COMPETITIVE BIDDING (NCB)

PROCUREMENT REFERENCE NUMBER: ADMARC/NCB/FNT/2025/2026/02

Date of Issue: Wednesday, 23rd April 2025

1. ADMARC Limited has budgeted public funds to be used for procurement of the above referenced goods and now invites sealed bids from eligible bidders for the supply and delivery of these goods as described below:

Lot No.	Description of Goods	Quantity	Delivery Period
1	Executive Office Desks	11	4 weeks
2	Executive Office Chairs	11	4 weeks
3	Office Shelves	11	4 weeks
4	Office Visitors Chairs	22	4 weeks
5	Standard Office Chairs	350	4 weeks
6	Office Tables	98	4 weeks

2. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement Law and Regulations of the Government of the Republic of Malawi and is open to all bidders from eligible source countries.

3. Interested eligible bidders may obtain further information from ADMARC Limited and inspect the bidding documents in the **Procurement and Asset Disposal Unit** from **07:30am to 4:30pm** from **Monday to Friday**.
4. A complete set of Bidding Documents in English may be purchased by interested bidders by submitting a proof of payment slip to the **Senior Accountant's Office** upon payment of a non-refundable fee of **MK10,000.00 (Ten Thousand Kwacha Only)**. The method of payment will be through ADMARC Limited National Bank Account Number 2089033, Customs Road Branch.
5. Sealed bids clearly marked on the outer envelope with a bid description and procurement reference number must be deposited in the tender box at the **Main Reception, ADMARC Limited, Corner Tsiranana Road, Limbe** at or before **2.00pm** on **Thursday, 22nd May 2025**. Late bids shall be rejected and returned to the bidder unopened. Bids will be opened in the presence of the bidders' representatives who choose to attend, in the **ADMARC Limited Corporate Marketing Board Room, ADMARC Limited Head Office, Corner Tsiranana Road, Limbe** at **2:00pm** on **Thursday, 22nd May 2025**.