



**BLANTYRE CITY COUNCIL**

**REQUEST FOR QUOTATIONS**

**PROCUREMENT OF STATIONERY FOR ADMINISTRATION PROCUREMENT  
REFERENCE NO.BCC/GOODS/01/10/119**

**PROCUREMENT TARGET: MEDIUM ENTERPRISES**

*DATE OF Publication: 14<sup>th</sup> October, 2024*

- 1. Blantyre City Council (BCC) has budgeted funds for the Procurement of Stationery for Administration.**
- 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 Small Enterprises to collect Request for Quotation Documents (RFQ) to submit their quotations for the Supply of Stationery for Administration.
- The Request for Quotation Documents (RFQ) can be collected at Blantyre City Council Civic Centre Offices, Procurement and Disposal Unit (PDU) from **08:00am to 4:30pm on Monday,14<sup>th</sup> October 2024 to Friday, 18<sup>th</sup> October, 2024.**
- Bidding for the procurement of Reams of Paper. Shall be conducted in accordance with Request for Quotation procedures contained in the Public Procurement and Disposal of Assets Law and Regulations, 2020 (Government Notice No. 24).
- Quotations clearly marked “**Stationery for Administration.**” must be delivered to the Address at (7) below at or before **Friday, 18<sup>th</sup> October, 2024 at 16.00 Hours** and late Quotations shall be rejected.
- Blantyre City Council shall prioritise 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 1<sup>st</sup> 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