



RESERVE BANK OF MALAWI

INVITATION TO BID (ITB)

PROVISION OF LANDSCAPING SERVICES AT THE RESERVE BANK OF MALAWI HEAD OFFICE.

NATIONAL COMPETITIVE BIDDING

Procurement Reference Number: RBM/ADMIN/01/25

Date of Issue: 6 January 2025.

1. The Reserve Bank of Malawi (the Bank) intends to engage reputable firms to provide Landscaping Services at its Lilongwe Head Office under the 2025 budget. The Bank now invites sealed bids from reputable bidders as follows.

Lot No.	Location	Date of inspection
1	Head Office Premises (Lilongwe)	13 February 2025 starting at 09.00 am
2	Area 47 - Silver Stadium and Club House	13 February 2025 starting at 10.00 am
3	Residence Plot No. 43/02/9-12	13 February 2025 starting at 11.00 am

2. Bidding will be conducted in accordance with Open Tendering Procedures under **National Competitive Bidding (NCB)** contained in the Public Procurement and Disposal of Assets Act, 2017 of the Government of Malawi, and is open to all interested bidders.
3. Bidders may obtain further information and inspect the Bidding Documents from the Procurement and Stores Department at the address shown in 6(a) below from 08:00 to 11:30 and 14:00 to 16:00 hours from Monday to Friday, except public holidays.

4. A complete set of Bidding Document in **English** may be purchased by interested bidders from the address shown in 6 (a) and upon payment of a non-refundable fee of MK5,000.00 between **8:00 am and 11:00 am** from Monday to Friday except on public holidays.
5. Bids clearly marked “*Tender for provision of Landscaping Services at the RBM Head Office*” should be delivered to the address shown in 6 (b) below on or before **11 March 2025 at 10:00 Hours**. Bids will be opened in the presence of the bidders’ representatives who may choose to attend at the address shown in 6 (c) below on **11 March 2025 at 10:00 Hours**. Late bids shall be rejected.
6. (a) Address for inspection, clarification and collection of bidding documents:

Reserve Bank of Malawi,
Business Reception,
Convention Drive,
Lilongwe.

- (b) Address for submission of bids:

The Chairperson,
RBM Internal Procurement and Disposal Committee,
P.O Box 30063,
Lilongwe,
Malawi.

- (c) Address for Bid Opening:

Reserve Bank of Malawi,
Floor 5, Auditorium,
Lilongwe,
Malawi.

Chairperson

RBM Internal Procurement and Disposal Committee