



# RESERVE BANK OF MALAWI

## INVITATION TO BID (ITB)

Supply, Installation, and Configuration of Video Conferencing Facilities at the  
Work Area Recovery Site.

### NATIONAL COMPETITIVE BIDDING

*Date of issue: 25<sup>th</sup> February 2025*

*Procurement Reference number: RBM/ ICT/04/2025*

1. The Reserve Bank of Malawi (the Bank) has budgeted resources in the 2025 Financial Year towards the procurement of Video Conferencing Facilities. The Bank now invites sealed bids from eligible and interested bidders for the Supply, Installation, and Configuration of Video Conferencing Facilities at the Work Recovery Site.
2. Bidding will be conducted through National Competitive Bidding (NCB) procedures specified in accordance with the open tender bidding procedures contained in the Government of Malawi's Public Procurement and Disposal of Assets Act 2017 and is open to all interested bidders. ***A margin of preference of 20% shall be applied to Indigenous Black Malawians.***
3. Eligible interested bidders may obtain further information and inspect the Bidding Documents from the Procurement Section 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 Documents in English may be given free of charge upon request from the address shown in 6 (a) from Monday to Friday except on public holidays. Bids without a Bid Securing Declaration and Beneficial Ownership Disclosure Form shall be rejected. The Bank shall verify the Manufacturers Authorization letters submitted to establish authenticity.
5. Bids clearly marked; ***“Tenders for Supply, Installation, and Configuration of Video Conferencing Facilities at the Work Recovery Area Site”*** should be

delivered to the address shown in 6 (b) below on or before 26 **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 **26 March 2025** at **10:00 Hours**.

- 6 (a) Address for inspection, clarification, payment and collection:

The Reserve Bank of Malawi  
Convention Drive,  
Business Reception,  
Lilongwe  
[procurement@rbm.mw](mailto:procurement@rbm.mw)

- (b) Address for submission:

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

Or

Should be deposited in a Tender Box marked; ***“Tenders for Supply, Installation, and Configuration of Video Conferencing Facilities at the Work Area Recovery Site”*** placed at the Bank's business reception at the Head Office.

- (c) Address for Opening:

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

Chairperson

## RBM Internal Procurement and Disposal Committee