



Republic of Malawi
Ministry of Water and Sanitation



Lilongwe Water Board
'Potable water all the time for all'

REQUEST FOR BIDS

**DESIGN, SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF
AN ON-PREMISE ENTERPRISE RESOURCE PLANNING (ERP) SOLUTION
FOR LILONGWE WATER BOARD**

Procurement Reference Number: **LWB-ERP-24-01-GO-RFB**

Date of Issue: **Friday, 21st June 2024**

1. **Lilongwe Water Board** has budgeted funds under its 2024/2025 Financial Year budget and intends to use part of these funds for the payment of **Design, Supply, Delivery, Installation, and Commissioning of an on-Premise Enterprise Resource Planning (ERP) Solution for Lilongwe Water Board.**
2. **Lilongwe Water Board** now invites sealed bids from eligible, capable, and interested bidders for the **Design, Supply, Delivery, Installation, and Commissioning of an on-Premise Enterprise Resource Planning (ERP) Solution for Lilongwe Water Board** as detailed below:

No.	Description	Quantity	Unit of Measure	Delivery Period
1	Design, Supply, Delivery, Installation, and Commissioning of an on-Premise Enterprise Resource Planning (ERP) Solution for Lilongwe Water Board.	1	Each	120 – 150 days

3. Bidding will be conducted through **International Competitive Bidding (ICB)** procedures and in full compliance with the provisions of Malawi's Public Procurement and Disposal of Assets Act No. 27 of 2017 and its Subsidiary Legislations. Bidding is open to all interested bidders as defined in the Bidding Document.

4. Eligible interested bidders may obtain further information and inspect the Bidding Document from the Procurement and Disposal Unit at the address given in 8(a) below from 08:00 to 16:00 hours local time (Monday to Friday) except on national public holidays.
5. A complete set of Bidding Documents in English may be purchased by interested bidders upon payment of **non-refundable administrative fee of MK15, 000 or US\$10.00**. The method of payment will be cash at Lilongwe Water Board Head Office Cashier's Pay Point or direct transfer to Lilongwe Water Board account supported by notification of the transfer and confirmation by Lilongwe Water Board. The document will be sent by airmail for overseas delivery and surface mail or courier for local delivery. The bidding document may be collected by interested bidders from the address given in 8 (a) from 08:00 to 16:00 Hours on working days.
6. Bids shall be valid for a period of **One Hundred Twenty (120) days** after bid opening. All Bids must be accompanied by a Bid Security of **10,000.00 USD** equivalent.
7. Sealed Bids marked with the procurement reference number should be deposited in the Tender Box at the address given in 8 (d) on or before **Monday, 5th August 2024 at 14:00 hours local time**. Electronic bidding will not be permitted, and late bids shall be rejected.
8. The address for inspection, purchase, submission and opening of bids are as follows:
 - (a) Address where Bidding Documents will be inspected and collected:

Lilongwe Water Board
Procurement Offices
Off Likuni Road
P O Box 96
LILONGWE
Tel: **+265 (0) 1714200**
E-mail: procurement@lwb.mw
 - (b) Address where payment will be made:

Cashier's Office
Madzi House, Ground Floor
Off Likuni Road
LILONGWE
 - (c) Address where bidding opening will take place:

Main Boardroom

**Madzi House, First Floor
Off Likuni Road
LILONGWE**

(d) Address where bids will be deposited:

**The Chairperson
Internal Procurement and Disposal of Assets Committee
Lilongwe Water Board
Madzi House
Off Likuni Road
P.O. Box 96
LILONGWE**

9. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address given in 8(c) above on **Monday, 5th August, 2024 at 14:00 hours local time**. Lilongwe Water Board is not bound to accept the lowest or any bidder.