



MALAWI GOVERNMENT

MINISTRY OF GENDER, COMMUNITY DEVELOPMENT AND SOCIAL WELFARE.(KfW)

INVITATION FOR BIDS

SUPPLY AND DELIVERY OF FURNITURE, AIRCONDITIONERS AND ICT EQUIPMENT

1. The Government of the Republic of Malawi, through the Ministry of Gender, Community Development and social Welfare, has budgeted resources for procurement of Furniture and ICT Equipment
2. The Ministry of Gender, Community Development and Social welfare, through KfW, now invites bids from eligible companies for supply and delivery of Furniture and ICT Equipment as follows:

SUPPLY AND DELIVERY OF FURNITURE AND AIR CONDITIONERS

PROCUREMENT REF. NO.: 032/IPDC/MoGCDSW/KfW/NCB/G/2025-26-01

Lot No.	Item Description	Quantity	Delivery Period	Delivery Point
Lot.1	Various Office Furniture	Lot	8 to 10 Weeks	Ministry of Gender, Community Development and Social welfare Stores, Capital Hill, Lilongwe.
Lot. 2	Air conditioning system	07	8 to 10 Weeks	Ministry of Gender, Community Development and Social Welfare Stores, Capital Hill, Lilongwe.

SUPPLY AND DELIVERY OF ICT EQUIPMENT

PROCUREMENT REF. NO.: 032/IPDC/MoGCDSW/KfW/NCB/G/2025-26-02

Lot No.	Item Description	Quantity	Delivery Period	Delivery Point
Lot. 1	Heavy Duty Printers/Photocopiers/scanners (incl.UPS)	07	8 to 10 Weeks	Ministry of Gender, Community Development and Social Welfare Stores, Capital Hill, Lilongwe.
Lot. 2	Tablets and its accessories	28	8 to 10 Weeks	Ministry of Gender, Community Development and Social Welfare Stores, Capital Hill, Lilongwe.

3. National Competitive Bidding (NCB) will be conducted in accordance with the National Procurement laws.
4. Interested eligible bidders may obtain further information from address 7(a) below and **Attention: The Chairman, Internal Procurement & Disposal Committee (IPDC)**. Bidders may inspect the Bidding Document at the address (7a) given below from **7:30 am to 12:00 noon** and from **1:00 pm to 4:30pm in the afternoon**.
5. A complete set of Bidding Document in **English** may be purchased by interested bidders on the submission of a written application to the address (1) below and upon payment of a nonrefundable fee of **MK5,000.00 (Five Thousand Kwacha only)**. The method of payment will be **cash** or **bank certified cheque** and a

General Receipt will be issued for all payments from the cash or bank certified cheque. The Bidding Documents will be collected by bidder immediately upon payment.

- 6 Bids must be delivered to the address (7(c)) below (by depositing in a tender box located on the first floor at room 76) at or before **10:00 hours Local Time on 03rd May, 2025**. Bids will be opened in the presence of the bidders' representatives who choose to attend in person at the address (7c) below immediately after **10:00 hours Local Time on 22nd May, 2025** in the Conference Room. **Late Bids shall be rejected.**

7. The Addresses for purchasing and inspection of bidding documents:

- (a) The Chairman,
Internal Procurement and Disposal of Assets Committee
Ministry of Gender, Community Development and Social Welfare
Capital Hill, Lilongwe3.

- (b) **Address for submission of bidding documents**
(by depositing in a tender box – Third Floor Specialised Procurement Unit Room 130)

The Chairman,
Internal Procurement and Disposal of Assets Committee
Ministry of Gender, Community Development and Social Welfare.
Capital Hill,
Lilongwe, Malawi

(c) Address for Opening Bidding Documents

Ministry of Gender, Community Development and Social Welfare.
3rd Floor -Conference Room
Capital Hill,
Lilongwe, Malawi.

Signed

The Chairman,
Internal Procurement and Disposal of Assets Committee
Ministry of Gender, Community Development and Social Welfare.