



RESERVE BANK OF MALAWI

INVITATION TO BID (ITB)

SUPPLY AND DELIVERY OF LAPTOPS.

NATIONAL COMPETITIVE BIDDING

Date of issue: 15 September 2025

*Procurement Reference number: **RBM/ ICT/24/2025***

1. The Reserve Bank of Malawi (the Bank) has budgeted resources in the 2025 Financial Year towards the purchase of Laptops and now invites sealed bids from eligible bidders as follows:

| | Description of Goods | Quantity | Unit of Measure | Delivery Period |
|--------|---------------------------------------|----------|-----------------|-----------------|
| Lot 1. | 14" Laptops and Carry case black bags | 30 | Each | 4-6 weeks |
| Lot 2. | 16" Laptops and Carry case black bags | 100 | Each | 4-6 weeks |
| Lot 3. | Computer Monitor | 8 | Each | 4-6 weeks |

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.
3. Eligible interested bidders may obtain further information and inspect the Bidding Documents from the Procurement Section at the address shown in 5(a) below from **08:00 to 11:30** and **14:00 to 16:00 hours** from Monday to Friday, except public holidays.

4. Bids clearly marked; ***“Tender for Supply & delivery of Laptops”*** should be delivered to the address shown in 5(b) below on or before **7 October 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 5(c) below on **7 October 2025** at **10:00 Hours**.

5. (a) Address for inspection, clarification, payment and collection:

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

(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; ***“Tender for Supply & delivery of Laptops”*** 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