



## MINISTRY OF LABOUR

### INVITATION FOR BIDS

Procurement Method                      National Competitive Bidding

Procurement Reference Number        370-MoL-IPDC-G-NCB-2023-24FY-002

Date of Issue                                Monday 4<sup>th</sup> September 2023

1. The Ministry of Labour intend to engage suppliers for the supply and delivery of Teaching and Learning Materials in 2023-2024 Financial year.
2. The Chairperson, Internal Procurement and Disposal Committee of the Ministry invite sealed bids from eligible and qualified suppliers for the tender above.

Lot no.	Description	Quantity	Destination
Lot 1	Brick Laying Training tools	Various	Ministry of Labour
Lot 2	Carpentry and Joinery Training tools	Various	Ministry of Labour
Lot 3	Plumbing Training Tools	Various	Ministry of Labour
Lot 4	Motor Vehicle Mechanics Training Tools	Various	Ministry of Labour
Lot 5	Motor Cycle Training Tools	Various	Ministry of Labour
Lot 6	Welding and Fabrication Training tools	Various	Ministry of Labour
Lot 7	Textile and Fashion Design training Tools	Various	Ministry of Labour
Lot 8	Electrical Installation Training tools	Various	Ministry of Labour
Lot 9	Technical Drawing Training tools	Various	Ministry of Labour
Lot 10	ICT Training tools	Various	Ministry of Labour

3. Bidding will be conducted in accordance with the open tendering procedures contained in the

Public Procurement and Disposal of Asset Act (2017) and Regulations of the Government of the Republic of Malawi and is open to all qualified and eligible bidders.

4. Interested eligible bidders may obtain further information or inspect bidding documents at the address given below in paragraph 9(a). Inspection can be done during office hours from **8:00-16:00 hours CAT** from Monday to Friday except public holidays.

5. A complete set of Bidding Documents in English may be obtained by interested bidders from the address below in paragraph 9 (a) upon payment of a non-refundable fee of MK10,000.00 at the address given below in paragraph 9 (b), payable in cash.

6. Bids in sealed envelopes and clearly marked with procurement reference number must be delivered at the address given below in paragraph 9(c) on or before Wednesday 4<sup>th</sup> October, 2023. 14:00 hours (local time). Electronic bidding **will not** be permitted. Late bids will be rejected and shall be returned to the owners unopened. All bids must be accompanied by a Bid Security of **MK500,000.00** or Bid Securing Declaration Form for firms 100% owned by Malawians. The Bid Security must be in form of a Bank Certified Cheque or Bank Guarantee issued by a reputable bank and agreeable to the Purchaser.

7. Bids will be opened in the presence of the bidders' representatives, who choose to attend in person at the address in 9(d) below at 14:00 hours (local time) on Wednesday 4<sup>th</sup> October, 2023.

8. The Ministry reserves the right to reject any or all bids.

9. The addresses for inspection of a document, purchase, collection, submission and opening of bids;

**a. For Inspection, Clarification and Collection of the Bids.**

Ministry of Labour, Procurement and Disposal Unit, First Floor, Room No.98, First Floor, Capital Hill, Lilongwe.

**b. For Payment of Non-refundable Fee**

Ministry of Labour Headquarters, Capital Hill, Cash Office, Ground Floor Private Bag, Malawi.

**c. For Bid Submission**

The Chairperson, Internal Procurement and Disposal Committee (IPDC), Ministry of Labour Headquarters Building, Capital Hill, First Floor, Tender Box placed near Room 98, Private Bag 344, Lilongwe 3, Malawi.

**d. For Bid Opening**

Ministry of Labour, Headquarters Building, Conference Room, Second Floor, Capital Hill, Lilongwe, Malawi.

**SIGNED**

**The Chairperson  
Internal Procurement and Disposal Committee  
Ministry of Labour**