



RESERVE BANK OF MALAWI

INVITATION TO BID (ITB)

**PROVISION OF CLEANING SERVICES AT THE RESERVE BANK OF
MALAWI HEAD OFFICE, BLANTYRE AND MZUZU BRANCHES
(OFFICES)**

BY

NATIONAL COMPETITIVE BIDDING

Date of issue: 16 February 2026

Procurement Reference Number: RBM/ADMIN/01/2026

1. The Reserve Bank of Malawi (the Bank) intends to engage eligible firms for provision of cleaning services at the Reserve Bank of Malawi Head Office, Blantyre and Mzuzu Branches. The Bank now invites sealed bids from eligible bidders as follows;

Lot No.	Description	Mandatory Prebid Site Inspection Date
1	Provision of cleaning services at Reserve Bank of Malawi - Head Office	25 February 2026 -10.00 Hours
2	Provision of cleaning services at Reserve Bank of Malawi, Blantyre Branch – Offices	27 February 2026 – 9.00 Hours
3	Provision of cleaning services at Reserve Bank of Malawi, Blantyre Branch – Cleaning Cladded Glasses, Walls and scrubbing Terrazzo Walls	27 February 2026 – 11.00 Hours
4	Provision of cleaning services at Reserve Bank of Malawi, Mzuzu Branch – Offices	2 March 2026 – 10.00 Hours

2. Bidding will be conducted in accordance with Open Tendering Procedures under **National Competitive Bidding (NCB)** contained in the Public Procurement and Disposal of Assets Act, 2025 of the Government of Malawi, and is open to all interested bidders.

3. Bidders may obtain further information and inspect the Bidding Documents from the Procurement and Stores Department 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 Document in **English** may be obtained for **FREE** by interested bidders from the address shown in 6(a) between **8:00 and 11:00 Hours** from Monday to Friday except on public holidays.
5. Bids clearly marked “*Tender provision of Cleaning Services at the Reserve Bank of Malawi Head Office, Blantyre and Mzuzu Branches*” should be delivered to the address shown in 6(b) below on or before **10 March 2026 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 **10 March at 10:00 Hours**. Late bids shall be rejected.
6. (a) Address for inspection, clarification and collection of bidding documents:

Reserve Bank of Malawi,
Business Reception,
Convention Drive,
Lilongwe,
Malawi.
Email: procurement@rbm.mw

- (b) Address for submission of bids:

The Chairperson,
RBM Internal Procurement and Disposal Committee,
P.O Box 30063,
Lilongwe,
Malawi.
Email: procurement@rbm.mw

- (c) Address for Bid Opening:

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

Chairperson
RBM Internal Procurement and Disposal Committee