CIVIL AVIATION AUTHORITY

The Civil Aviation Authority
Private Bag 308
Robert Mugabe Crescent
Capital House
Lilongwe
Republic of Malawi
Email: dg@caa.gov.mw

All correspondence must be addressed to the Director General

NATIONAL COMPETITIVE BIDDING

INVIATION FOR BIDS

Date of Issue: 9th November 2026

1. The Civil Aviation Authority (CAA) has budgeted Funds to be used towards Procurement a 7-seater 4X4 motor vehicle station wagon for the Director General. The Authority now invites sealed bids from eligible bidders for the procurements stated in the table below:

Item No.	IFB Reference No.	Description	Delivery Period
1	**CAA/IPDC/2026-27/03**	Supply and delivery of a 7 - seater 4X4 station wagon	8-10 Weeks

2. Bidding will be conducted in accordance with the Open Tendering Procedures contained in the Public Procurement Law and Regulations of the Government of the Republic of Malawi and is open to all bidders from eligible source countries.

3. Interested eligible bidders may obtain further information or inspect the bidding documents at the address given below at item 7 during working hours from **08:00 to 12:00 hrs.; 13:00 to 16:30 hours local time (Monday to Friday except on National Public Holidays and Weekends).**

4. A complete set of bidding documents in English may be obtained from the Procurement Office Room No: 54 by interested bidders to the address below at 7a and upon payment of a non-refundable fee of **MK 10,000.00.** The method of payment will be **cash** at the **Civil Aviation Authority**, Capital House, Last Floor, Main Accounts Office. The soft copy document will be sent by email or collected from our offices. No liability will be accepted for loss or late delivery.

5. Bids must be in a sealed envelope marked with the procurement reference no: and delivered to the address below at 7b and deposited in the Tender Box at the reception area, last floor at Civil Aviation Authority at or before **10:00 hours CAT on 9th December 2026.**

6. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 7 on 9th December **2026 at 10:00 hours CAT.**

7. The addresses referred to above are;

a. For the Inspection and collection of Bids:
Ministry of Transport and Public Works
Capital Hill Circle
Procurement and Disposal Unit
First Floor, Room No.54
Private Bag 322, Lilongwe 3, Malawi.
Attention: Principal Procurement Officer
Email: : francis.sailes@yahoo.com or frances.nankhonya@transport.gov.mw

b. For bid submission:
The Chairperson
The Internal Procurement and Disposal Committee (IPDC)
Civil Aviation Authority
Capital House Arcade, Near Magetsi House
Private Bag 308, Lilongwe 3, Malawi
Last Floor, Tender Box placed at the reception

c. For bid opening
Civil Aviation Authority
Aviation Conference Room, Last Floor,
City Centre, Lilongwe, Malawi

Signed

The Chairperson
Internal Procurement and Disposal of Assets Committee
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