



**GOVERNMENT OF THE REPUBLIC OF MALAWI
OFFICE OF THE PRESIDENT AND CABINET**

REQUEST FOR QUOTATIONS(RFQ)

Date of Issue: 27th July, 2026

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- 1 The Government of the Republic of Malawi, through the Office of the President and Cabinet, has budgeted funds and intends to apply part of the proceeds of these funds towards procurement of non-consultancy services.
 - 2 The Chairperson, Internal Procurement and Disposal of Assets Committee, Office of the President and Cabinet (OPC), on behalf of the Government of the Republic of Malawi now invites sealed bids from eligible and qualified bidders for the provision of services as follows:

Item No.	IFB Reference No.	Description	Completion Period	Category
1.	090/OPC/IPDC/S/26-27/05	Provision of Indoor Plants Management and Cleaning Services	12 months	MSME
2	090/OPC/IPDC/S/26-27/06	Provision of Motor Vehicle and Motor Cycle Insurance Services	12 months	N/A

- 3 The Procurement process will be conducted in full compliance with the Malawi Public Procurement and Disposal of Assets (PPDA) Act 2025 and its associated Regulations of the Republic of Malawi.

- 4 A detailed bidders qualification requirements and evaluation criteria can be found in the Request for Quotation document for this procurement process.
- 5 A complete set of the Request for Quotation document in English language may be obtained by interested bidders from the Procurement and Disposal Unit, Room 21 Ground Floor from 8:00am to 12:00 noon and from 1:00pm to 4:00pm local time (Monday to Friday, except Public holidays).
- 6 Bids shall be delivered by depositing the package in the Tender box located on the ground floor corridor of office of the President and Cabinet no later than **31st July, 2026, 14:00 hrs** Malawi local time. Electronic submission will not be accepted. Late bids will be rejected and returned unopened. Below is the address for bid submission:

**The Chairperson,
Internal Procurement and Disposal of Assets Committee (IPDC),
Office of the President and Cabinet,
Capital Hill,
Private Bag 301
Lilongwe 3.**

- 7 Interested bidders may obtain further information or clarification by writing to the following:'

**The Chairperson,
Internal Procurement and Disposal of Assets Committee (IPDC),
Office of the President and Cabinet,
Capital Hill,
Private Bag 301
Lilongwe**

- 8 It is the responsibility of each Bidder to ensure that bids are submitted in accordance with "Instructions in the RFQ document, as non-compliance to the instructions will lead to disqualification and rejection of the bid.
- 9 Bids shall be valid for a period of **60 days** after bid opening.
- 10 The Malawi Government does not bind itself to accept the lowest or any bid, but reserves the right to exercise choice of the lowest evaluated substantially responsive bid in accordance with what it considers to be in its best interest.

**THE CHAIRPERSON,
INTERNAL PROCUREMENT AND DISPOSAL OF ASSETS
COMMITTEE (IPDC)**