



Government of Malawi

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (DHRMD)

INVITATION FOR BIDS

National Competitive Bidding

Date of Issue: 29th May, 2025

Provision of Health Insurance Services for Civil Servants

1. **The Department of Human Resource Management and Development (DHRMD)** has budgeted resources in the Financial Year 2025/2026 towards the cost of implementing various programmes and it intends to apply part of the funds towards payments under contracts for Provision of Health Insurance Services for Civil Servants.
2. The Chairperson, **Internal Procurement and Disposal of Assets Committee, Department of Human Resource Management and Development (DHRMD)**, on behalf of the Government of Malawi now invites sealed bids from eligible and qualified bidders for the Provision of Medical Insurance Services as follows:

NO	Procurement Reference number	Description	Period
1.	093/DHRMD/NCB/2025/26/001	Provision of Health Insurance Services for Civil Servants	36 months Subject to renewal annually

- 3 Bidding will be conducted through National Competitive Bidding (NCB) procedures specified in accordance with the Public Procurement and Disposal of Assets Act (No.27 of 2017) and Regulations of the Government of the Republic of Malawi and is open to all eligible bidders.
4. Interested bidders may obtain further information and inspect the Bidding Documents from the **Procurement and Disposal Unit** at the address given at paragraph 8(a) below from 08.00 to 12-00; 13.00 to 16.00 hours local time (Monday to Friday, except national public holidays).
5. A complete set of Bidding Documents in English Language may be purchased by interested bidders at the address below at paragraph 8 (b), upon payment of a non-refundable fee of **MK5, 000.00 (Five Thousand Kwacha)**. The method of payment will be cash and a General Receipt will be issued.
6. The Bidding Documents will be issued to the bidders immediately upon presentation of an Original General Receipt as a proof of payment and bidding documents will be issued from the **Procurement and Disposal Unit, First Floor Room Number 36A**.

7. Sealed Bids clearly marked on the outer envelope “**Tender Description and Reference Number**” must be delivered to the address below at 8 (c) on or before **17th June, 2025, 14:00 hours local time**. Electronic bidding **will not be permitted**. Late bids will be rejected. Bids will be opened in the presence of the bidders’ representatives who choose to attend at the address below at paragraph 8 (d) on **Tuesday 17th June, 2025 at 14:00 hours local time**. All bids must be accompanied by duly signed **Bid Securing Declaration Form** on the bidder’s letter head.
8. Addresses for inspection, purchase, collection, submission and opening of bids:
- (a) Address for Inspection, clarifications and collection of documents**
Procurement and Disposal Unit, **First Floor Room Number 36A**
Department of Human Resource Management and Development (DHRMD)
- (b) Address for Payment of Non-Refundable Fees**
Main Accounts, Ground Floor, Room Number 18
(Ministry of Justice Building)
- (c) Address for Submission of Bids**
The Chairperson
Internal Procurement and Disposal of Assets Committee
Department OF Human Resource Management and Development (DHRMD)
Capital Hill
P.O BOX 30227
Lilongwe 3.
- Tender Box:**
Ground Floor
Department of Human Resource Management and Development (DHRMD)
- (d) Address for Opening of Bids**
Board Room
Department of Human Resource Management and Development (DHRMD)
Capital Hill
Lilongwe

Signed
The Chairperson
(Internal Procurement and Disposal of Assets Committee)
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT