



Republic of Malawi

NATIONAL AUDIT OFFICE (NAO)

INVITATION FOR BIDS

National Competitive Bidding

Date of Issue: 13th January, 2026

Supply and Delivery of Workstations Cubicles & Chairs

The National Audit Office (NAO) has budgeted resources in the Financial Year 2025/26 towards the cost of implementing various programs and it intends to apply part of the funds towards payments for supply and delivery of 12 Office workstations Cubicles (8seater) & 96 swivel Chairs

The Chairperson, Internal Procurement and Disposal of Assets Committee, National Audit Office (NAO), now invites sealed bids from eligible and qualified bidders for the supply and delivery of workstation cubicles and swivel chairs as follows:

No	Procurement Reference number	Description	Delivery Period
i.	060/NAO/NCB/G/25-26/01	Office workstation Cubicles and Swivel Chairs	4-6 weeks

3. Bidding will be conducted through National Competitive Bidding (NCB) procedures specified in accordance with the Public Procurement and Disposal of Assets Act (of 2025) and Public Procurement Regulations (of 2020) 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 8a below from 08.30 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) and upon payment of a non-refundable fee of **MK15, 000.00 (Fifteen Thousand Kwacha) per Bid document**. The method of payment will be cash and a General Receipt will be issued at the **Cash Office, National Audit Office, opposite Reserve Bank, City Centre, LILONGWE 3.**
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, Room Number 4**.
7. Sealed Bids clearly marked on the outer envelope "**Tender for Supply and Delivery of workstation cubicles and swivel chairs and Reference Number**" must be delivered to the address below at 8(c) on or before **2nd February, 2026, 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 **2nd February, 2026**, 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, Room Number 4
National Audit Office

(b) Address for Payment of Non-Refundable Fees
Cash Office, Room Number 38
National Audit Office

(c) Address for Submission of Bids
The Chairperson
Internal Procurement and Disposal of Assets Committee
National Audit Office, P.O. Box 30045, Lilongwe.

Tender Box
At the Reception
National Audit Office

(d) Address for Opening of Bids
Conference Room,
National Audit Office,
Opposite the Reserve Bank of Malawi,
City Centre, Lilongwe City

Signed

The Chairperson
Internal Procurement and Disposal of Assets Committee
NATIONAL AUDIT OFFICE