

REQUEST FOR BIDS (RFB)



PHALOMBE DISTRICT COUNCIL

Subject of Procurement	2026-2027 CDF PROJECTS
Date of Issue	28th SEPT, 2026

1. Phalombe District Council has budgeted funds under **DISTRICT DEVELOPMENT FUND (CDF)** for the implementation of various activities in the district and intends to apply part of the funds for the **construction of projects and procurement of motorvehicle** listed below under **Request For Bids (RFB)** procedure from eligible bidders.
2. The Chairperson, Internal Procurement & Disposal of Assets Committee, **Phalombe District Council** now invites sealed bids from eligible and qualified bidders for the Construction and supply and delivery of the following:

Lot No.	Procurement Description of Works	TYPE	T/A	NCIC Category
1	Construction of District Commissioner's	District wide Project	T/A Kaduya	1 Billion – Building
2	Supply and delivery of one new 4*4 Double-cab utility vehicle, suitable for use on both paved and rough/off-road terrain.	District wide Project		1 Billion - Building

3. Bidding will be conducted in accordance with Open Tender procedures contained in the Public Procurement Laws and Regulations of the Government of the Republic of Malawi and open to all eligible bidders.
4. Interested eligible bidders may obtain further information from the Procurement and Disposal Unit at the address given at paragraph 6 (a) from **08.00 to 12-00; 13.00 to 16.00** hours local time (**Monday to Friday**), except **National Public Holidays**.
5. (a) Bids must be delivered to the address below at **6(b)** on or before 16th October, 2026 **02.00 PM local time**. Late bids shall be rejected. Bids will be opened in the presence of the bidders' representatives, who choose to attend at the address below at paragraph 6(c) on 16th September, 2026 at 02:00 PM, local time. All bids must be accompanied by a Bid Security Declaration Form.

(b) A non-refundable fee of MK30, 000.00 for each document, the method of payment will be **cash**. Bidders shall be required to include a cash receipt in their bidding document as a proof of purchase of a document. **Bidding document that will not have a GRN receipt shall not be evaluated!**

6. Address for inspection, purchase, collection, submission and opening of bids.

a) Address for inspection, clarifications and correction of bids:

**Phalombe District Council,
PO Box 32
Procurement and Disposal Unit
uzeniwilliams88@gmail.com (0999 424 921/0880 641 956)**

b) Documents must be submitted to

**The Chairperson,
Internal Procurement & Disposal of Assets Committee,
Phalombe District Council,
PO Box 32
Phalombe
In a tender box at the reception:**

c) Venue of Bid Opening

Phalombe District Council's BSU Building