



INVITATION FOR BIDS FOR THE REHABILITATION WORKS OF IMMIGRATION OFFICE BLOCKS FOR KASUNGU AND NKHOTAKOTA DISTRICTS

1. **Department of Immigration and Citizenship Services (DoICS)** has budgeted funds in its 2025-2026 Other Recurrent Transaction (ORT) to procure Works for various offices. The Department would like to engage eligible contractors as follows:

Provision of Works

DESCRIPTION	CONTRACT REF.	PERIOD
Rehabilitation Works of Immigration Office Block – Kasungu District	IM/01/81/20	Within 16 Weeks
Rehabilitation Works of Immigration Office Blocks - Nkhotakota District	IM/01/81/21	Within 20 Weeks

2. The Chairperson, Internal Procurement and Disposal Committee of Immigration and Citizenship Services invites sealed bids from eligible and qualified bidders for the above requirements.
3. Bidding will be conducted through Open Tendering procedures to authorized Suppliers as specified in accordance with the Public Procurement and Disposal of Public Assets Act No. 7 of 2025 and Procurement Regulations of Laws of the Republic of Malawi.
4. The bids will be opened in the presence of the bidders or their legal representatives.
5. Mandatory pre-bid meeting will be conducted on **14th July 2025** from **10 hrs** local time at **Kasungu District Office** and **15th July 2025** from **10 hrs** local time at **Nkhotakota District Office**
6. Closing and opening of bids will be on **25th July 2025** at **14:00 hrs** local time in the Immigration Headquarters Conference Room in Blantyre.
7. Interested eligible bidders may obtain further information from the Procurement and Disposal Unit and inspect the Bidding Document at the address given below at 9(a) from **8:00 12:00 noon and 13:30 to**

- 15:00 hours** local time (Monday to Friday), except public holidays and weekends.
- 8.** A complete set of Bidding Document in English language may be purchased by the interested bidders upon payment of non-refundable fee of **MK20,000.00** in cash through our Accounts Cash Office (Room 36). Please bring a cash receipt as a proof of payment for collection of bids from the address shown in 9(b) below.
 - 9.** Bids must be delivered to an address shown in 9 (b) below on or before **25th July 2025, 14 hours local time.**
 - 10.(a)** Address of Bids Inspection, Clarification and Issuing Documents:

**The Procurement and Disposal of Assets Unit (Room 54)
Department of Immigration and Citizenship Services
P.O Box 331, Blantyre.**

(b) Address for Payment and Submissions of Bids:

**The Chairperson, Internal Procurement and Disposal Committee
Department of Immigration and Citizenship Services
P.O Box 331, Blantyre.**

(c) Address of Bid Opening:

**Department of Immigration and Citizenship Services
Boardroom
P.O Box 331, Blantyre.**

**Signed
The Chairperson
Internal Procurement and Disposal Committee
Department of Immigration and Citizenship Services
P.O Box 331
Blantyre
MALAWI**