



**INVITATION FOR BIDS (IFB)
FOR
PROVISION OF SERVICES**

DATE OF ISSUE MONDAY 30TH SEPTEMBER 2024

1. The National Oil Company of Malawi (NOCMA) Limited has budgeted funds for the procurement of Non-Consultancy Services. The Chairman, Internal Procurement and Disposal Committee now invites sealed bids from eligible bidders as follows:

| No. | Description | Tender Number | Delivery Site | Duration | Target Group |
|-----|--|---------------------------|---|--------------|------------------|
| 1 | Provision of SAP Support Services on Framework Agreement | NOC26/ICB/S/ FY2024-25 | NOCMA Head Office, Blantyre, Lilongwe & Mzuzu Fuel Depots | 12 Months | ICT Companies |

2. Bidding will be conducted in accordance with open tendering procedures contained in the Public Procurement Laws and Regulations of the Government of the Republic of Malawi and is open to all eligible bidders.
3. Interested eligible bidders may obtain further information and inspect the Bidding Documents from **NOCMA's Procurement and Disposal Unit, Kang'ombe House, 4th Floor, West Wing, City Centre, Lilongwe, Malawi** Email: mdawe@nocma.mw and cnambala@nocma.mw Phone No. +265 1770 872 from **08:00 to 12:00hours, 13:00 to 16:00hours Central African Time (CAT)** (Monday to Friday) except on Public Holidays.
4. A complete set of **Soft Copy** of Bidding Document in English language may be purchased by interested bidders from **Finance Office, Kang'ombe House, 4th Floor, East Wing, City Centre, Lilongwe, Malawi** upon payment of a non-refundable fee of Ten United States Dollars (**USD10**). Local firms to pay Malawi Kwacha Equivalent of **USD10**. Payment shall be made to the following bank account:
NAME: National Oil Company of Malawi Limited
ACCOUNT NUMBER: 1000279761
BANK NAME: National Bank of Malawi
BRANCH: Capital City Branch
SWIFT CODE: NBMAMWMW007
5. NOCMA shall send a copy of the bidding document by electronic mail and NOCMA shall not be held responsible for non-receipt of the bidding document by the bidder as it is their duty to follow up on receipt of the bid document.

6. All bids must be accompanied by a bid security of **One Thousand United States Dollars (US\$1,000.00)** for foreign firms and a duly signed bid securing declaration for local firms.
7. Sealed bids in the form of **Hard Copies**, clearly marked on the outer envelope with “**Tender Description and Reference Number**” must be deposited in the **Tender Box** located at the Reception of **NOCMA, Kang’ombe House, 4th Floor, West Wing, City Centre, Lilongwe, Malawi** at or before **10:00 a.m. (local time) on Thursday 14th November 2024**. Late bids will be rejected and returned to the bidder unopened.
8. It is the responsibility of each bidder to ensure that the bids submitted are in accordance with the ‘Instruction to Bidders’ contained in the Bidding Document, non-compliance to the instructions will lead to disqualification and rejection of the bid.
9. Opening of Bids shall commence at **10:00 a.m. (local time) on Thursday 14th November 2024 at NOCMA Board Room, Kang’ombe House, 4th Floor, East Wing, City Centre, Lilongwe, Malawi**. Interested bidders, their representatives and the general public are welcome to attend.
10. NOCMA is not in any way bound to accept the lowest or any bid but reserves the right to exercise choice of the lowest evaluated, substantially responsive bid and procurement proceedings may be cancelled at any stage.

**The Chairperson,
Internal Procurement and Disposal Committee (IPDC)**