



THE MALAWI NATIONAL EXAMINATIONS BOARD

INVITATION FOR BIDS (IFB) FOR THE PROVISION OF MARKING CENTRE CATERING SERVICES BY NATIONAL COMPETITIVE BIDDING

PROCUREMENT REFERENCE NUMBER: MANEB/S/NCB/01/26-27

DATE OF ISSUE: WEDNESDAY, 18TH MARCH 2026

1. The Malawi National Examinations Board (MANEB) has budgeted funds for the procurement of **Marking Centre Catering Services in the 2026–2027 Financial Year**. The Chairperson, Internal Procurement and Disposal Committee now invites sealed bids from eligible bidders for the **Provision of Marking Centre Catering Services** as follows:

No.	Description	Tender Number	Delivery
1	Tender for Provision of Marking Centre Catering Services	MANEB/S/NCB/01/26-27	All 2026 MANEB Marking Centres

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 **MANEB's Procurement and Disposal Unit** at the address given in paragraph 6 (a) below from **08:00 to 12:00 hours, 13:00 to 16:00 hours local time (Monday to Friday)** except national public holidays.
4. A complete set of Bidding Documents in English language may be purchased by interested bidders at 6 (b) below upon payment of a non-refundable fee of Ten Thousand Malawian Kwacha (**MWK10, 000.00**). The method of payment will be cash.
5. Sealed bids, clearly marked on the outer envelope with "**Tender Description and Reference Number**" must be deposited in the Tender Box at address at 6 (c) **below at or before 10.00 a.m. (local time) on Tuesday 7th April 2026**. All bids must be accompanied by a **duly signed Bid Securing Declaration Form or Bid Security**. Late Bids will be rejected and returned to the bidder unopened.
6. The addresses referred to above are:
 - (a) *Inspection and Issue of Bidding Document:*
Procurement and Disposal Unit, Room 109 (B)
The Malawi National Examinations Board
Malemia road next to old Parliament building
P.O. Box 191
Zomba

- (b) *Purchase of Bidding Document:*
Accounts Office
The Malawi National Examinations Board
Malemia road next to old Parliament building
P.O. Box 191
Zomba
- (c) *Submission of Tender Documents:*
Room 109 (B), First floor
The Malawi National Examinations Board
Malemia road next to old Parliament building
P.O. Box 191
Zomba
- (d) *Opening of Tender Documents:*
MANEB Boardroom, First Floor
The Malawi National Examinations Board
Malemia road next to old Parliament building
P.O. Box 191
Zomba
7. 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.
8. Opening of Bids shall commence at **10:00a.m. (Local time) on Tuesday 7th April 2026 at MANEB Boardroom, First floor.** Interested bidders, their representatives and the general public are welcome to attend.
9. MANEB 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.