



**INVITATION TO BID
NATIONAL COMPETITIVE BIDDING (NCB)**

PROCUREMENT OF MOTOR VEHICLE/CYCLE INSURANCE SERVICES

Date of Issue: 31st January, 2026

The Government of the Republic of Malawi through Malawi Police Service (MPS) has allocated funds in the 2025-2026 Fiscal year for the procurement of **insurance services for motor vehicles and motorcycles.**

1. The Chairperson, Internal Procurement and Disposal Committee, Malawi Police Service, now invites sealed bids from interested registered and Licensed General Insurance Providers by the Registrar of Financial Institution and the Reserve Bank of Malawi from within Malawi to participate in this procurement proceedings.
2. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement and Disposal of Assets Act, 2025 (PPDA, 2025) and the Public Procurement Regulations 2020 of the Republic of Malawi.
3. Interested bidders may obtain further information and inspect the bidding document at the address given in paragraph five (5) below between 08:00 to 12:00 hours and 13:30 to 16:30 hours from Monday to Friday.
4. A complete set of bidding document prepared in English language may be obtained by interested bidders upon **cash payment of MK20,000.00 per tender document which is non-refundable.** Payment shall be made at **National Police Headquarters Cashier's Office** and the method of payment shall be in form of cash. Bidding document will be inspected and collected from **Procurement and Disposal Unit, National Police Headquarters, P/Bag 305, Lilongwe 3**, upon production of a valid receipt.
5. Please note that bidding documents are in the following categories.

Serial #	Description	Procurement Ref. number	Delivery Period
1	Provision of Insurance Service	MPS/IPDC/21/01/2026-27/Insurance	12 months

6. The Bids will be opened in the presence of the bidders' representatives who chose to attend at National Police Headquarters Officers Mess at 14:00 hours on Thursday the 19th February, 2026.
7. Late submissions will be rejected and returned unopened. Electronic Bidding is **not** allowed. Sealed envelopes marked with Procurement reference numbers indicated above should be deposited in the Tender Box placed at National Police Headquarters Reception at or before 14:00 hours on Thursday the 19th February, 2026 to the address below.

The Chairperson
Internal Procurement and Disposal Committee
National Police Headquarters
P/Bag 305
Lilongwe.

The Malawi Government does not bind itself to accept the lowest or any bid, but reserves the right to exercise choice of the lowest evaluated substantially responsive bid in accordance with what it considers to be in its best interest.