

INVITATION FOR BIDS

SUPPLY AND DELIVERY OF GOODS AND SERVICES

1. The Greenbelt Authority has budgeted public funds to be used for the procurement of Goods and Services. The Greenbelt Authority now invites sealed bids from interested eligible bidders for the procurement of the following:

NO.	DESCRIPTION	PROCUREMENT REFERENCE NUMBER	DURATION OF THE CONTRACT
3	Provision of the Security Services	GBA/IPDC/NCB/S/SECURITY/2024/25 (Framework Agreement)	12 Months
5	Supply and delivery of Stationery	GBA/IPDC/NCB/G/STATIONERY/2024/25 (Framework Agreement)	12 Months

2. Bidding will be conducted in accordance with National Competitive Bidding Procedures contained in the Public Procurement and Disposal of Public Assets Act No.27 of 2017 of the Government of the Republic of Malawi and is open to all bidders from eligible source countries.
3. Interested bidders may obtain further information, inspect and collect the bidding documents from the address as follows: **The Procurement and Disposal Unit, Greenbelt Authority. P.O. Box 30776, Lilongwe 3, Attention: The Procurement and Disposal Manager**
4. A complete set of Bidding documents in English may be purchased by interested bidders in person upon payment of a non-refundable fee of MK5,000.00 at paragraph 8(a) below between 8:00 a.m. and 4:30 p.m. working days. The fee must be deposited into: **Greenbelt Initiative, CDH Bank, Account Number: 0050 4000 22202**. Bidders must bring an authentic copy of the stamped and signed bank deposit slip when collecting the bids.
5. Bids clearly marked with the procurement reference number and sealed must be deposited in the Tender Box at the address in Paragraph 8(a) below at or before 14:00 hours (local time) on Tuesday, 23th April 2024.
6. Late bids will be rejected and electronic bidding is not allowed.
7. Bids will be opened in the presence of the bidders or their representatives, who choose to attend in person in the Board room at the address in paragraph 8(a) below at 14:00 hours (local time) on Tuesday, 23th April 2024.

8. The addresses referred to above are:

(a) **Submission and Opening of the bids:**

The chairperson

Internal Procurement and Disposal Committee

Greenbelt Authority

Mwai House (Opposite TAMA House)

Floor # 2-Conference Room

Convention Drive

City Centre

LILONGWE 3