



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**