



INVITATION TO BID (ITB)

TENDER FOR PROVISION OF SECURITY, CLEANING AND LANDSCAPING SERVICES

Date of Issue: 4th February 2025

1. Malawi University of Business and Applied Sciences (MUBAS) intends to use part of its budgeted funds in the 2025/26 financial year to enter into contracts for **Provision of Security, Cleaning and Landscaping Services on 12 Months Contracts.**
2. MUBAS therefore invites sealed bids from eligible bidders for provision of the afore-mentioned services as follows:

No.	Description of Service	Procurement Reference No.	Targeted Group
1.	Security Services	MUBAS/SS/2025-26	Small and Medium Enterprises
2.	Cleaning Services	MUBAS/CS/2025-26	Small and Medium Enterprises
3.	Landscaping Services	MUBAS/LS/2025-26	Small and Medium Enterprises

3. Bidding will be conducted using National Competitive Bidding (NCB) procedures contained in the Public Procurement and Disposal of Public Assets Act and its Subsidiary Legislation and is open to all eligible bidders.
4. Interested eligible bidders may obtain further information from and inspect the bidding documents at the **Procurement and Disposal Department, MUBAS, Private Bag 303, Chichiri, Blantyre 3, Malawi.** Phone: **01 870 604.**
5. A complete set of bidding documents in English may be purchased by interested bidders from the Cashier's office in the Finance Department upon payment of a non-refundable fee of **MK10, 000.00.**

The method of payment shall be Bank Deposit using the following bank details:

Account Name : **Poly Main**
Account Number : **737356**
Bank : **National Bank, Chichiri Branch**

6. Bids must be delivered to the address below on or before **10:00am** on **5th March 2025** and registered with the Procurement and Disposal Department before

depositing in the tender box. Bids must be clearly marked **Tender for ... (Stating the Description of the Service)**".

7. Bids will be opened in the presence of the bidders' representatives who choose to attend on **5th March 2025** at **10:00am** in the **MUBAS Boardroom**. Late bids shall be rejected.
8. Sealed bids must be addressed to: **The Chairperson, Internal Procurement and Disposal Committee, MUBAS, Private Bag 303, Chichiri, BLANTYRE 3.**