



**NATIONAL ECONOMIC EMPOWERMENT FUND LIMITED**

*A preferred and all- inclusive microfinance institution in Malawi*

**INVITATION FOR BIDS (IFB)**

**NATIONAL COMPETITIVE BIDDING**

**Supply and Delivery of One (1) Motor vehicle 4x4  
Executive Station Wagon**

Date of Issue : **9<sup>th</sup> April, 2025**

Procurement Ref. No : NEEF/G/MV/2025-2026/001

Brief Description of Goods : Supply and Delivery of One (1) Motor

1. National Economic Empowerment Fund Limited (NEEF) is a state-owned Microfinance company incorporated under the Companies Act 2013 as a company limited by guarantee and is duly licensed by the Reserve Bank of Malawi as a prudentially regulated Microfinance Institution.
2. NEEF has allocated funds in its 2025-2026 Financial Year budget to procure One (1) Motor Vehicle
3. The Chairperson, Internal Procurement and Disposal Committee (IPDC) now invites sealed bids from eligible bidders for the supply and delivery of the following:

| <b>Lot</b> | <b>Description of Goods and Related Services</b>                         | <b>Unit of Measure</b> | <b>Quantity</b> | <b>Delivery Completion Period</b> |
|------------|--|------------------------|-----------------|-----------------------------------|
| 1          | Supply and delivery of One (1) Motor vehicle 4x4 Executive Station Wagon | Each                   | 01              | 8-10 Weeks                        |

4. Bidding will be conducted in accordance with the Open Tendering procedures as contained in the Public Procurement and Disposal of Assets Act 2025 and Regulations of the Government of the Republic of Malawi and is open to all eligible bidders.
5. Interested bidders may obtain further information from NEEF Head Office Lilongwe and inspect the bidding documents at the address given below from **8:00 am to 12:00 noon** and from **13:00 hours to 16:30 hours** local time (Monday to Friday) except National Public Holidays and Weekends.

6. A complete set of Bidding documents in English language can be purchased by interested bidders from NEEF's Procurement and Disposal Unit at the address given below from **8:00 am to 12:00 noon** and from **13:00 hours to 16:30 hours** local time (Monday to Friday) except National Public Holidays and Weekends upon payment of a **non-refundable fee of MK10,000.00 (Ten Thousand Malawi Kwacha)** in cash.
7. Bids will be opened in the presence of bidders' representatives who choose to attend the bid opening ceremony on **Thursday 8<sup>th</sup> May, 2025 at 14:00hrs** local time in the NEEF's Board Room at the address below. All bids must be accompanied by a **duly signed Bid Securing Declaration Form on the Bidder's Letterhead. Late bids shall be rejected.**
8. Name and Address for bid inspection, registration and clarification

Procurement and Disposal Unit  
National Economic Empowerment Fund (NEEF) Limited  
Masuku road, City Centre  
NEEF House  
P.O. Box 779  
Lilongwe  
MALAWI  
**0995050444**  
Email: [procurement@neef.mw](mailto:procurement@neef.mw); [jmdambo@neef.mw](mailto:jmdambo@neef.mw)

9. Sealed Bids clearly marked with "**Tender Description and Reference Number**" must be delivered through the address at (8) (by registering with the Procurement and Disposal Unit) and depositing in the Tender Box placed at Reception, before 14:00 hrs (local time) on **Thursday, 8<sup>th</sup> May, 2025 at 10:00hrs** to the address below:

**The Chairperson**  
**Internal Procurement & Disposal Committee**  
**National Economic Empowerment Fund (NEEF) Limited**  
**Masuku road , City Centre**  
**NEEF House**  
**P.O. Box 779**  
**Lilongwe**  
**MALAWI**

10. NEEF reserves the right to reject any or all bids and is not bound to accept the lowest or any bid.

Signed  
The Chairperson  
Internal Procurement and Disposal Committee  
National Economic Empowerment Fund Limited