



## INVITATION FOR BIDS

### NORTHERN REGION WATER BOARD

Date of Issue: 1<sup>st</sup> February, 2025

1. The Northern Region Water Board has identified funding from its 2025/26 annual Budget for the Procurement of various goods and services.
2. The Northern Region Water Board invites sealed bids from eligible bidders for the procurement of the following **goods and services**;

NO	DESCRIPTION	PROCUREMENT REFERENCE NUMBER	DURATION OF THE CONTRACT	TARGET GROUP	CLOSING TIME
(i)	Provision of Security Services	NRWB/03/2025	12 months	Medium Enterprises	4 <sup>th</sup> March, 2025 @14:00 hrs
(ii)	Provision of Gardening Services	NRWB/01//2025	12 months	Medium Enterprises	4 <sup>th</sup> March, 2025 @14:00 hrs
(iii)	Provision of Cleaning Services	NRWB/02/2025	12 months	Medium Enterprises	4 <sup>th</sup> March, 2025 @14:00 hrs
(iv)	Supply and Delivery of Water Disinfectants	NRWB/24/2025	12 months	Open to all prospective bidders	4 <sup>th</sup> March, 2025 @14:00 hrs
(v)	Supply and Delivery of Coagulants	NRWB/23/2025	12 months	Open to all prospective bidders	4 <sup>th</sup> March, 2025 @14:00 hrs

3. Bidding will be conducted through the National Competitive Bidding (NCB) procedures and is open to all bidders as defined in the Bidding Documents.
4. Interested eligible bidders may obtain further information from the **Northern Region Water Board, Private Bag 94, Mzuzu. Attention: Procurement Disposal Unit Tel (265) 1 310 254/255 Email: ipdc@nrwb.org.mw**

5. A complete set of Bidding Documents in English may be purchased by interested bidders upon payment of a non-refundable fee of **MK 5,000.00**. The method of payment will be cash or Bank certified cheque at the Northern Region Water Board cash office. The Bidding Documents will be collected by the interested bidders themselves.
6. Bids shall be valid for a period of **ninety (90) days** after bid opening and a Bid Securing Declaration Form (BSDF) shall be required. Bids shall be delivered to the Northern **Region Water Board, Kawiluwilu House, Private Bag 94, Mzuzu** where they will be opened in the presence of the bidders who wish to attend. Electronic bidding shall not be permitted. Late bids will be rejected.
7. The Northern Region Water Board has a Corruption Prevention Policy which was developed with assistance from the Anti-Corruption Bureau in 2007 to ensure zero tolerance to all forms of corrupt or fraudulent practices relating to its operations. Bidders will also be required to submit a signed copy of Corruption Prevention Policy declaration form included in the Bidding document.  
  
Bidders under this contract are therefore expected to comply with and conduct themselves in accordance with the provisions of the Board's Corruption Prevention Policy or risk being disqualified.
8. The Government of Malawi has introduced a mandatory Beneficial Ownership Disclosure Form which bidders are requested to submit a signed copy included in the Bidding document.
9. Bids clearly marked with procurement references number and sealed must be deposited into the NRWB Tender box

*Purchase of the Bidding Documents:*

**Finance Office  
Northern Region Water Board, Kawiluwilu House  
Private Bag 94  
Mzuzu.**

*Submission of the Bid:*

**The Chairperson  
Internal Procurement and Disposal Committee  
Northern Region Water Board  
Kawiluwilu House  
Private Bag 94  
MZUZU.  
Attention: C.B Mbewe**

Tel : (265) 1 310 255/254

Facsimile: (265) 1 310 082

E-mail: [cmbewe@nrwb.org.mw](mailto:cmbewe@nrwb.org.mw)

*Opening of the Bids:*

**Northern Region Water Board, Kawiluwilu House  
Boardroom Second Floor  
Private Bag 94  
Mzuzu**

10. The Northern Region Water Board reserves the right to reject any or all bids.