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## OFFICE OF THE OMBUDSMAN

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### Invitation for Bids (IFB)

### (FRAMEWORK AGREEMENT)

**IFB Title : Supply and Delivery of Stationery 2026/2027FY**

**IFB Number : OMB/NCB/FA/ST/2026/8**

**Issue Date : 11<sup>th</sup> September, 2026.**

1. The Office of the Ombudsman is inviting sealed bids from eligible bidders for the Supply and Delivery of Stationery for the period of 12 months under Framework Agreement;

| Item | Description Of Goods | Reference. Number    | Delivery Site         |
|------|----------------------|----------------------|-----------------------|
| 1    | Stationery           | OMB/NCB/FA/ST/2026/8 | Headquarters-Lilongwe |

2. Interested eligible bidders may obtain further information from Office the of the Ombudsman St Martins House City Centre Lilongwe **Attention: Procurement Officer, on Cell: 265 0888 246 046.**

3. A complete set of Bidding Document in English language may be purchased by interested bidders from the address below at a non- refundable fee of **MWK10, 000.00.**

**NOTE: BIDDERS ARE STRONGLY ADVISED TO ATTACH OR INSERT A COPY OF GOVERNMENT RECEIPT (GR) IN A BID DOCUMENT AS A PROOF OF PAYMENT**

4. Clearly marked bids with procurement reference number must be delivered and registered to the address below at 5b or before Friday, 09<sup>th</sup> October 2026 at 10.00 am local time. Electronic bidding will *not* be permitted. Bids will be registered and deposited in a tender box at the reception. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend in person at the address below at 5c on Friday, 09<sup>th</sup> October, 2026 at 10.00am hours local time.

5. The address referred to above is:

**(a) Address for the Purchase, Clarification of Bid Documents:**

The IPDC Chairman, Office of the Ombudsman, Procurement and Disposal of Assets Unit, 3rd Floor, St Martins House, City Centre, P/Bag 348 Lilongwe 3, Malawi.

**(b) Address for Submission of the bids:**

The IPDC Chairman, office of the Ombudsman, St Martins House, City Centre P/bag 348 Lilongwe 3

**(c) Address for Opening of the Bids:**

The IPDC Chairman, Office of the Ombudsman, St Martins House City Centre, 3rd Floor, P/Bag 348 Lilongwe 3.

**Conference Room; Floor Number: 3**

**The Chairperson  
Internal Procurement & Disposal Committee  
Office of the ombudsman**