



MALAWI INVESTMENT AND TRADE CENTRE

INVITATION FOR BIDS

SUPPLY AND DELIVERY OF VARIOUS GOODS AND SERVICES UNDER FRAMEWORK AGREEMENT

Date of Issue – Monday, 25th September, 2023

1. **The Malawi Investment and Trade Centre (MITC)** has budgeted funds to be used for the supply and delivery of goods and related services for 2023 -2024 Fiscal Year for Lilongwe and Blantyre offices.
2. **The Malawi Investment and Trade Centre**, now Invites sealed bids from eligible and qualified bidders to supply and deliver the under listed goods and related services:

| NO | DESCRIPTION | REFERENCE NUMBER | SME CATEGORY |
|-----------|--|-------------------------------|---------------------|
| 1 | Supply and Delivery of Assorted Office Refreshments and Groceries | MITC/PDU/IPDC/ORG/2023-2024 | OTHER |
| 2 | Provision of Motor Vehicle Maintenance Service | MITC/PDU/MV SERV/2023-2024 | MSME |
| 3 | Provision of Security Services | MITC/PDU/SEC/2023-2024 | MSME |
| 4 | Provision of Conference Facilities 1. Mangochi 2. Lilongwe 3. Blantyre 4. Salima, Senga Bay 5. Dowa | MITC/PDU/CONFERENCE/2023-2024 | MSME |
| 5 | Supply and Delivery of Office Equipment 1. Office Furniture 2. ICT Equipment | MITC/PDU/EQUIP/2023-2024 | MSME |
| 6 | Repair and Servicing of Office Equipment 1. Office Furniture 2. ICT equipment | MITC/PDU/SERVEQUIP/2023-2024 | MSME |
| 7 | Provision of Transportation Services in Lilongwe | MITC/PDU/TRANS/2023-2024 | MSME |
| 8 | Provision of Medical aid Scheme cover | MITC /PDU/MED/2023-2024 | OTHER |

3. Bidding will be conducted in accordance with Open Tendering procedures contained in the Public Procurement and Disposal of Assets Act No.17 of 2017 and Public Procurement Regulations ,2020 of the Government of the Republic of Malawi.
4. Interested eligible bidders may obtain further information and inspect the bidding Document from **MITC's Procurement and Disposal Unit** at the address given in paragraph 9(a) below **from 08:00 to 12:00hours, 13:00 to 16:00hours local time** (Monday to Friday) except on Public Holidays.
5. A complete set of Bidding Document in English shall be purchased by interested bidders upon payment of a **non-refundable fee of Five Thousand Kwacha only (MK5,000.00)**. Bidders are required to make direct deposit into the following account

Account Name: MITC Trade Fees

Bank: National Bank of Malawi

Account Number:1000298804

Account Type: Current Account

Branch: Capital City

Bidders are required to get a receipt from MITC Accounts Office upon producing the bank deposit slip before getting the Bidding Document from Procurement and Disposal Unit.

6. A complete set of Bidding Document in English language may be obtained by interested bidders at the address given in paragraph 10(a) below.
7. Sealed bids, clearly marked on the outer envelope with **“Tender Description and Reference Number”** must be deposited in the Tender Box at the address in paragraph 10(b) below **at or before 10:00 Hours (local time) on Monday,23rdOctober, 2023**. Late bids shall be rejected and returned to the bidder unopened.
8. The addresses referred to above are:

(a) **Inspection and Issuing of the Bidding Documents:**

The Procurement and Disposal Unit
Malawi Investment and Trade Centre
Aquarius House, Convention Drive, Lilongwe
Telephone: + 265 986 531 131 / 885 568 571

E mail address: procurement@mitc.mw

(b) **Submission of Tender Documents:**

The Chairperson
Internal Procurement and Disposal Committee
Malawi Investment and Trade Centre
Aquarius House – Reception
Private Bag 302
Lilongwe 3

(c) **Opening of Tender Documents:**

Malawi Investment and Trade Centre
Aquarius House – Main Board Room
Convention Road
Private Bag 302
Lilongwe 3

It is the responsibility of each bidder to ensure that the bids submitted are in accordance with the 'Instruction to Bidders' contained in the Tender Documents, non-compliance to the instructions will lead to disqualification and rejection of the bid.

9. Opening of Bids shall commence at **10:00hours** on **Monday ,23rd October, 2023** in MITC's main boardroom, interested bidders, their representatives and the general public are welcome to attend.
10. MITC is not in any way bound to accept the lowest or any bid but reserves the right to exercise choice of the lowest evaluated, substantially responsive bid and procurement proceedings may be cancelled at any stage.