

REQUEST FOR QUOTATIONS (RFQ)- WORKS



BALAKA DISTRICT COUNCIL

Subject of Procurement	
Date of Issue	Tuesday, 22nd June, 2026

1. Balaka District Council with authorization and funding from Malawi Communications Regulatory Authority (MACRA) intends to undertake the **construction project** listed below under **Request For Quotations (RFQ)** procedures from eligible bidders.
2. The Chairperson, Internal Procurement & Disposal of Assets Committee, **Balaka District Council** now invites sealed bids from prospective bidders for the construction of the following:

Package	Description of Works	Procurement Reference No.
A	Refurbishment of Balaka District Council Boardroom to ICT Room	BLKDC/MACRA/W/2026-2027/001

3. Bidding will be conducted in accordance with National Competitive Procurement using Request for Quotations (RFQ) as specified in the PPDA ACT number 7 of 2025, and is open to all eligible bidders as defined in the Procurement Regulations.
4. Interested eligible bidders may obtain further information from the Balaka District Council Procurement Unit; and inspect the RFQs at the address given below at clause 7 (a) from **08.00 to 12-00; 13.00 to 16.00** hours local time (**Monday to Friday**), except **National Public Holidays**).

5. A complete set of RFQs in English may be **obtained** by interested bidders on request to the address below **on 7 (a)** or email gamafrancis6@gmail.com . Bidding Documents can be collected in soft copy form through email.
6. Bids must be **deposited in the Tender Box**, at the address below at **7(b)** at or before **11.00 hours' local time on Tuesday, 30th June, 2026**. All Bids must be accompanied by a **Bid Securing Declaration** in our format. Late bids shall be rejected. Bids will be opened in the presence of bidders' representatives, who choose to attend at the address below at 7(c) at **11.00 hours, local time on Tuesday, 30th June, 2026**.
7. a) Documents may be inspected, and issued at: **The Procurement & Disposal Unit, Balaka District Council or by email: gamafrancis6@gmail.com**

b) Documents must be submitted to

**The Chairperson,
Internal Procurement & Disposal of Assets
Committee,
Balaka District Council,
Private Bag 1
Balaka.**

c) Address of Bid Opening

Balaka District Council Boardroom