



Government of Malawi

Department of Disaster Management Affairs

INVITATION FOR BIDS (ITB)

SUPPLY AND DELIVERY OF VARIOUS RELIEF ITEMS UNDER FRAMEWORK AGREEMENT

(National Competitive Bidding)

Issue Date: 23rd AUGUST, 2025

Procurement Reference Number: 090/NCB/DoDMA/2025-26/G/01

1. Department of Disaster Management Affairs (DoDMA) has budgeted public funds for the 2025/26 Financial Year and intends to use part of the funds for the procurement of **Various Relief Items**
2. The Commissioner for Disaster Management Affairs now invites sealed bids from eligible and Authorized suppliers for the supply and delivery of Various Relief Items **under framework Agreement.**
as follows:

| LOT NUMBER | BRIEF DESCRIPTION OF RELATED GOODS | UNIT OF ISSUE | DURATION | ESTIMATED QUANTITY | DELIVERY POINT/ SITE |
|------------|------------------------------------|---------------|-----------|--------------------|----------------------|
| 1 | Blankets | Each | 12 Months | 60,000 | DoDMA Warehouses |
| 2 | Plastic Pails with Lid | Each | 12 Months | 30,000 | DoDMA Warehouses |
| 3 | Plastic Plates | Each | 12 Months | 120,000 | DoDMA Warehouses |

| LOT NUMBER | BRIEF DESCRIPTION OF RELATED GOODS | UNIT OF ISSUE | DURATION | ESTIMATED QUANTITY | DELIVERY POINT/ SITE |
|------------|------------------------------------|---------------------------|-----------|--------------------|----------------------|
| 4 | Plastic Cups | Each | 12 Months | 150,000 | DoDMA Warehouses |
| 5 | Black Plastic Sheets | Roll | 12 Months | 3,000 | DoDMA Warehouses |
| 6 | Maize Flour | 20Kg Bag | 12 Months | 20,000 | DoDMA Warehouses |
| 7 | Dry Beans | 50 Kg Bag | 12 Months | 5,000 | DoDMA Warehouses |
| 8 | 50kgs Printed Empty Sacks | Each | 12 Months | 800,000 | DoDMA Warehouses |
| 9 | Soya Pieces | Bale of 50pkts | 12 Months | 3,000 | DoDMA Warehouses |
| 10 | Kapenta/Usipa | Bale of 10 pkts of 100gms | 12 Months | 3,000 | DoDMA Warehouses |

- Bidding will be conducted through **National Competitive Bidding (NCB)** procedures as provided in the **Public Procurement and disposal of Public Assets Act No.27 of March,2025** and its subsidiary Regulations and open to all eligible Suppliers.
- Interested eligible bidders may obtain further information from **DoDMA** and inspect the bidding document during working days at the address given below at **8(a)** from **07:30hours to 12:00noon** and from **13:00hours to 16:30hours**.
- A complete set of the Bidding Document in English may be purchased by interested Eligible suppliers at the address given under item **8 (b)** below.
- Bids shall be valid for a period of **90 calendar** days from the deadline for bid submission.
- Bids in sealed envelopes clearly marked **“SUPPLY AND DELIVERY OF VARIOUS RELIEF ITEMS”** must be delivered to the address under item 8 (c) below and deposited in the tender box by bidders or their representatives **on or before Thursday,11th September, 2025 at 10:00hours local time**. Electronic bid submission will not be acceptable. Late bids shall be rejected.

8. Bids will be opened publicly in the presence of the bidders or their representatives who may choose to attend at the address under item **8(d)** below from **10:00hours local time on Thursday,11th September,2025.**

(a) Address for Bid Inspection and clarification

The Principal Procurement Officer,
Department of Disaster Management Affairs,
2nd Floor, EP & D Building
Private Bag 336
Capital City. Lilongwe
Malawi
Cell: **0999 331 528 Or 0999 558 206**

(b) Address for bid collection

The Procurement Unit,
Department of Disaster Management Affairs,
2nd Floor, EP & D Building
Private Bag 336
Capital City. Lilongwe
Malawi

(c) For Bid submission the Address is:

Economic Planning and Development (EP & D) Building

2nd Floor (Tender Box place at the reception clearly marked ‘Supply and Delivery of Relief Items’)

Capital Hill

Lilongwe

Malawi

11th September, 2025. Time: 10:00 am

(d) For bid Opening the address is:

Economic Planning and Development (EP & D) Building

2nd Floor (DoDMA Main Conference room)

Capital Hill

Lilongwe

Malawi

Date: 11th September, 2025. Time: 10:00 am

NOTE: Due to revision of procurement sourcing document, interested bidders are invited to pre-bid meeting which shall take place on Thursday, 28th August, 2025 from 10:00 hours local time.