



MALAWI ELECTORAL COMMISSION

Invitation for Bids for Provision of Insurance Brokerage services

**Procurement Reference Number:
MEC/2026/2027/INSURANCE/BROKERAGE/NCB/002**

Date of Issue: 27th February 2026

Closing Date: 18th March 2026

1. The Malawi Electoral Commission (MEC) is a Constitutional Body created to supervise and direct the conduct of all statutory elections and determination of constituency and ward boundaries on behalf of the Malawi Government. MEC intends to use part of its budgeted funds in the 2026/2027 financial year for provision of insurance brokerage services as follows:

Description	Tender Number	Delivery period
Provision of Insurance brokerage services	MEC/2026/2027/INSURANCE/BROKERAGE/NCB/002	1 Week

2. Malawi Electoral Commission (MEC) is inviting sealed bids from eligible bidders for the Provision of Insurance brokerage services.
3. Bidding will be conducted in accordance with the open National Competitive Bidding (NCB) procedures contained in the Government of Malawi's Public Procurement Legal Framework and is open to all bidders.
4. Interested bidders may obtain further information and/or inspect the bidding documents at the following address during working days from 8:00am to 4:00pm: **The Secretary, Internal Procurement and Disposal Committee, Malawi Electoral Commission, Chisankho House, City Centre, Private Bag 113, Lilongwe. Email: procurement@mec.org.mw.**
5. Bidding document in English may be purchased from MEC Accounts office at a non-refundable fee of **K10,000.00** payable through an **FDH Bank Account: Malawi Electoral Commission, Account: 1040000098847, Blantyre Branch.** Bidders should then collect their bidding document from Procurement Department after presenting a receipt as proof of payment.
6. Sealed bids clearly marked "**Provision of Insurance brokerage services**" must be delivered to the address below at 7(a) and deposited in the tender box located at the **Reception of MEC Head Offices in Lilongwe in Procurement Department** at or before **10:00 Hours Local Time on 18th March 2026.** Late bids will be rejected. Bids will be opened in the presence of the bidders'

representatives who choose to attend at the address below at 7(b) at **10:00 Local Time** on **18th March 2026**.

7. Addresses for Submission and Opening of bids

(a) Address for Submission of bids:

**The IPDC Chairperson, Malawi Electoral Commission,
Chisankho House, City Centre, Masuku Road, Off Independence Drive
Ground Floor, Procurement Department Reception,
Private Bag 113,
Lilongwe,
Malawi.**

(b) Address for Opening of bids:

**Malawi Electoral Commission's Boardroom,
2nd Floor, Chisankho House, City Centre, Masuku Road, Off Independence Drive
Off Independence Drive,
Lilongwe,
Malawi.**
