MALAWI GOVERNMENT
OFFICE OF THE PRESIDENT AND CABINET
DEPARTMENT OF PROCUREMENT AND SUPPLIES SERVICES

SUPPLY AND DELIVERY OF STATIONERY UNDER FRAMEWORK AGREEMENT
REF. No. NCB 090/IPDC/DPSS/G/2026-27/02

Date of Issue: 21ST NOVEMBER, 2026

1. The Department of Procurement and Supplies Services (DPSS) has allocated funds in its 2026 -27 Annual Budget and intends to use part of the funds towards eligible payments under **FRAMEWORK AGREEMENTS**.
2. The Chairperson, Internal Procurement and Disposal Committee, now invites sealed bids from eligible and qualified bidders as below;

Category No	Description	Delivery Period	Delivery Site
1	Photocopying paper	12 months	DPSS – Lilongwe
2	Other paper related stationery	12 months	DPSS – Lilongwe
3	Writing materials	12 months	DPSS – Lilongwe
4	Miscellaneous items	12 months	DPSS - Lilongwe
5	Toner	12 months	DPSS - Lilongwe

3. Bidding will be conducted in accordance with National Competitive Bidding (NCB) Tendering Procedures as contained in the Public Procurement and Disposal of Assets Act, 2025 and Public Procurement Regulations, 2026 of the Republic of Malawi.

4. A complete set of Bidding Documents in **English** Language may be purchased by interested bidders from the address shown at **7(a)** below and upon payment of a non-refundable fee of **MK15,000.00** in the Cash Office.
5. Sealed Bids, clearly marked on the outer envelope with **'Tender Description and Reference Number NCB 090/IPDC/DPSS/G/2026-27/02** must be delivered to the address at **7(a)** below and deposited in a tender box located near the main entrance at or before **14:00 hours local time on 11th December, 2026.** Bids shall remain valid for 120 days after the deadline for bid submission.
6. Bids will be opened in the presence of the bidder's representatives, who choose to attend at the address **7(b)** below at **14:00 hours local time** on **11th December, 2026.** All bids must be accompanied by a duly Signed Bid Securing Declaration Form.
7. The addresses referred to above are:

a) Address for collection of bidding documents and submission of bids

The Chairperson,
Internal Procurement and Disposal Committee (IPDC),
Department of Procurement and Supplies Services,
Off Paul Kagame Road, Area 4, P.O. Box 128, Lilongwe, Malawi.

b) Address for Bid Opening

The Chairperson,
Internal Procurement and Disposal Committee (IPDC)
Department of Procurement and Supplies Services,
The Conference Room, Area 4, P.O. Box 128, Lilongwe, Malawi.

Chairperson

Internal Procurement and Disposal Committee

DEPARTMENT OF PROCUREMENT AND SUPPLIES SERVICES