



INVITATION TO BID (ITB)

TENDER FOR PROVISION OF OFFICE AND HOSTEL CLEANING AND GROUND MAINTENANCE, CLEANING AND LANDSCAPING SERVICES FOR UNIVERSITY OF MALAWI

Date of Issue: 21st JULY 2025

1. University of Malawi (UNIMA) intends to use part of its budgeted funds in the 2025/26 financial year to enter into contracts for **Provision of Office and Hostel Cleaning and Ground Maintenance, Cleaning and Landscaping Services for University of Malawi** on **12 Months Contracts**.
2. UNIMA therefore invites sealed bids from eligible bidders for provision of the aforementioned services as follows:

| No. | Description of Service | Procurement Reference No. | Targeted Group |
|-----|--|---------------------------|------------------------------|
| 1. | Cleaning Services | S36-10-25 | Small and Medium Enterprises |
| 2. | Grounds Maintenance and Landscaping Services | W38-10-25 | Small and Medium Enterprises |

3. Bidding will be conducted using National Competitive Bidding (NCB) procedures contained in the Public Procurement and Disposal of Public Assets Act and its Subsidiary Legislation and is open to all eligible bidders.
4. Interested eligible bidders may obtain further information from and inspect the bidding documents at the **Procurement and Disposal Department, UNIMA P.O. Box 280 Zomba, Malawi**. Phone:
5. A complete set of bidding documents in English may be purchased by interested bidders from the Cashier's office in the Finance Department upon payment of a non-refundable fee of **MK10, 000.00**.

The method of payment shall be Bank Deposit using the following bank details:

| | |
|-----------------------|---------------------------------------|
| Account Name | : University of Malawi Account |
| Account Number | : 1124706 |
| Bank | : National Bank, Zomba Branch |

6. Bids must be delivered to the address below on or before Friday, **10:00am** on **29th August, 2025** and registered with the Procurement and Disposal Department before depositing in the tender box. Bids must be clearly marked **Tender for (Stating the Description of the Service)**".
7. Bids will be opened in the presence of the bidders' representatives who choose to attend on **29th August 2025** at **10:00am** in the **Senior Common room**. Late bids shall be rejected.
8. Sealed bids must be addressed to: **The Chairperson, Internal Procurement and Disposal Committee, University of Malawi, P.O. Box 280, Zomba, Malawi**