



Government of the Republic of Malawi

Ministry of Foreign Affairs

INVITATION FOR BIDS (IFB) FOR
NATIONAL COMPETITIVE BIDDING (NCB)

ISSUE DATE: 18th APRIL, 2024

1. The Government of the Republic of Malawi through Ministry of Foreign Affairs (MoFA) has budget resources in the Financial Year 2024/25 towards the cost of implementing various programs and it intends to apply part of the funds towards payments under provision of various Non-Consulting Services and procurement of goods.
2. The Chairperson, Internal Procurement and Disposal Committee, Ministry of Foreign Affairs now invites sealed bids from eligible and qualified suppliers for Provision of Various non consulting services and procurement of goods as follows:-

No	Description of service/goods	Reference number	Delivery period
1	Provision of Cleaning Services	026/IPDC/MOFA/NCS/NCB/24-25/01	12 months
2	Provision of Ground Cleaning and Landscaping Services	026/IPDC/MOFA/NCS/NCB/24-25/02	12 months
3	Supply and Delivery of Stationery	026/IPDC/MOFA/G/NCB/24-25/01	12 months

3. Bidding will be conducted through National Competitive Bidding (NCB) procedures specified in accordance with the open tender bidding procedures contained in the Government of Malawi's Public Procurement Act 2017, and Regulations of the Republic of Malawi 2020 and are open to all eligible bidders.
4. Interested eligible bidders may obtain further information and inspect the bidding documents from the Procurement and Disposal Unit at the address (a) below from 08:00-12.00 and from 13.00 to 16:00 hours (Monday to Friday, except national public holidays)
5. A complete set of bidding documents in English language may be purchased by interested bidders from the cash office at the address (c) below upon payment of a non-refundable fee of **MK5, 000.00 cash**.
6. Requests for clarification of Bidding Documents or general questions must be sent to this email address: elestina.jere@foreignaffairs.gov.mw

7. Bids must be delivered to the address shown at 8 (b) below at or before **14:00hours, on 17th May, 2024**. Electronic bidding will not be permitted. Late bids shall be rejected. Bids will be opened in presence of bidders or their representatives at the address shown at 8 (d)

8. Submission of Applications

All interested bidders should take note that applications must be in a sealed envelope clearly indicating the category applied for.

a) **Address for inspection and collection of bidding documents:**

The procurement and Disposal Unit
Ministry of Foreign Affairs
1st Floor, Room 71,
Capital Hill,
Lilongwe

(b) **Address for Submission of Bids**

The Chairperson,
Internal Procurement and Disposal Committee,
Ministry of Foreign Affairs
1st Floor Capital Hill,
Tender Box behind room 67
Lilongwe 3,

(c) Address for payment of Non Refundable Fee

Ministry of Foreign Affairs
Cash office,
1st Floor, Room number 74,
Capital Hill,
Lilongwe

d) **Address for Bid Opening**

Ministry of Foreign Affairs
1st Floor Capital Hill,
Main conference Room
Lilongwe 3,

The Chairperson
Internal Procurement & Disposal Committee
Ministry of Foreign Affairs