BLANTYRE CITY COUNCIL

REQUEST FOR QUOTATIONS

PROCUREMENT OF STATIONERY FOR IIC, STORES, PRINTING SECTION, LAW ENFORCEMENT UNIT AND TONNER FOR FINANCE DEPARTMENT.

PROCUREMENT REFERENCE NO.BCC/GOODS/01/11/16

PROCUREMENT TARGET: MICRO, SMALL AND MEDIUM ENTERPRISES

DATE OF Publication:25TH November, 2026

1. **Blantyre City Council (BCC)** has budgeted funds for stationery for IIC, Stores, Printing section, Law Enforcement unit and tonner for finance department.

2. In line with section 37 of Public Procurement and Disposal of Assets Act 2025 and Para.14 of Public Procurement and Disposal of Assets. (Participation by Micro, Small and Medium Enterprises) **MSME Order 2020,** the Council wishes to invite the **Micro, Small and Medium Enterprises** to collect Request for Quotation Documents (RFQ) to submit their quotations to the Council for the procurement of stationery for IIC, Stores, Printing section, Law Enforcement unit and tonner for finance department.

3. The Request for Quotation Documents (RFQ) can be collected at Blantyre City Council Civic Centre Offices, Procurement and Disposal Unit (PDU) from ***8:00am to 16:00 hours on 25th November 2026 to Tuesday 1st December, 2026.***

4. Bidding for the procurement of stationery for IIC, Stores, Printing section, Law Enforcement unit and tonner for finance department shall be conducted in accordance with Request for Quotation procedures contained in the Public Procurement and Disposal of Assets Law and Public Procurement Regulations, 2020 (Government Notice No.24).

5. Quotations clearly marked **"*stationery for IIC, Stores, Printing section, Law Enforcement unit and tonner for finance department.*"** must be delivered to the Address at (7) below at or before ***Tuesday 1st December, 2026 at 16:00 Hours*** and late Quotations shall be rejected.

6. ***Blantyre City Council shall priotise the submitted quotation in line with Section 62 (11) of the Public Procurement and Disposal of Public Assets Act 2025 and the circular issued by the Public Procurement and Disposal of Assets Authority (PPDA) on 1st July, 2019. Please take note that all indigenous Black Malawian shall enjoy 20% margin of preference.***

7. **Address for submission of Quotations is:**

The Chairperson
Internal Procurement and Disposal Committee
Blantyre City Council
Private Bag 67
Blantyre