

Our Ref: KUDC/001

Your Ref

DC. Cell:

Tell/fax: 01 253 314

E-mail:

*All replies to be addressed to  
The District Commissioner*



KASUNGU DISTRICT COUNCIL  
PRIVATE BAG 1  
KASUNGU  
MALAWI

**INVITATION FOR BIDS (IFB)  
FOR  
GOODS AND ROUTINE SERVICES ON FRAMEWORK AGREEMENT  
FOR THE YEAR 2024-2025  
BY  
NATIONAL COMPETITIVE BIDDING  
IN  
KASUNGU DISTRICT**

1. **Kasungu District Council** has allocations of ORT and other development funds in its 2024/2025 financial year budget and intends to spend part of the funds through **Framework Agreement** in all of its Routine Procurement processes. The agreement is intended to run for a period of one year.

Following is a list of categories for the bidding;

No.	Description	Procurement Reference Number	Delivery Period	Target Group
1	Supply and delivery of Food Stuff and refreshments	KUDC/IPDC/2425/FS/01	12 Months	Micro Enterprise
2	Supply and delivery of cleaning materials	KUDC/IPDC/2425/CM/02	12 M0nths	medium
3	Supply and delivery of Building Material	KUDC/IPDC/2425/BM/03	12 Months	Small and Medium Enterprise
4	Supply and delivery of Stationery	KUDC/IPDC/2425/ST/04	12 Months	Small Enterprise
5	Provision of Motor Vehicle / moto cycle Maintenance Service	KUDC/IPDC/2425/MVC/05	12 Months	Small/Medium Enterprise

2. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement and Disposal of Assets Act (2017) and is open to all eligible bidders.
3. Interested eligible bidders may obtain further information from **Kasungu District Council Offices; attention – Procurement and Disposal unit on 099 538 6530**. Bids may be inspected from **07:30 hours to 16:30 hour's** local time from Monday to Friday (except on holidays).
4. Complete set of Bidding Documents in English may be purchased by interested bidder from **Kasungu District Council Offices** upon payment of a non-refundable fee of **MK5, 000.00 per category**. The method of payment will be in cash only.
5. Completed bids must be delivered to **Kasungu District Council office** at or before **10:00 hours** on **20<sup>th</sup> May, 2024**. Late bids shall be **rejected**.

Bids will be opened in the presence of the bidders' representatives, who choose to attend in **Kasungu District Council's Chamber** at **10:00 hours** on **20<sup>th</sup> May, 2024**.

6. Sealed bids clearly marked with the procurement reference number should be delivered to the address below;

**The Chairperson  
Internal Procurement and Disposal Committee  
Kasungu District Council  
Private Bag 1  
Kasungu**

**Date of issue: 20<sup>th</sup> April, 2024**

**Note: This advert is also on PPDA website**