



MALAWI POSTS CORPORATION

INVITATION TO BID

1. Malawi Posts Corporation has budgeted funds for the procurement of below referenced goods and services, The Corporation now invites sealed bids from eligible bidders for delivery of Goods and Services as follows:

No	PROCUREMENT DESCRIPTION	PROCUREMENT REFERENCE NUMBER	MSME TARGET GROUP
1	Provision of Security Service	MPC/SEC/23/01	Medium
2	Supply and Delivery of Motor vehicles	MPC/MV/23/01	Others
3	Supply and delivery of ICT Equipment and Accessories	MPC/ICT/P/23/01	Medium

2. Bidding will be conducted in accordance with the open tendering procedures (**National Competitive Bidding**) contained in the Public Procurement and Disposal of Assets Act, 2017 and Public Procurement Regulations of the Government of the Republic of Malawi and is open to all bidders.
3. Interested eligible bidders may obtain further information from Malawi Posts Corporation, Head Office and inspect the bidding documents at the address given at (7) from 08.00 to 12-00: 13.00 to 16.00 hours local time (Monday to Friday, except public holidays).
4. A complete set of bidding documents in English may be purchased by interested bidders in person upon payment of a **non-refundable fee of MK5, 000 payable in cash**.
5. The sealed Bids shall be clearly marked with the Procurement reference number should be deposited in the tender box on or before **17th October 2023 at 9:00 hours** local time. Electronic bids will not be permitted.
7. The address for inspection, Purchase, Submission and Opening are as follows:

- (a) Address where bidding documents will be inspected and collected:

Malawi Posts Corporation
Procurement Office
Glyn Jones Road
Opposite CLAIM Mabuku
P O Box 602
BLANTYRE

- (b) Address where Payment will be made:

Treasury Office
Malawi Posts Corporation
Glyn Jones Road
Opposite CLAIM Mabuku
P O Box 602
BLANTYRE

- (c) Address where bids will be deposited:

The Chairperson
Internal Procurement and Disposal Committee
Malawi Posts Corporation
Glyn Jones Road
P O Box 602
BLANTYRE

- (d) Address where bids will be opened:

Malawi Posts Corporation
Head Office Boardroom, Third Floor
Glyn Jones Road
Opposite CLAIM Mabuku
BLANTYRE

8. Bids will be opened in the presence of bidders' representatives who choose to attend at the address
Given at 8(c) at **9:00hours** local time on **Tuesday 17th October 2023**
9. Malawi Posts Corporation is not bound in any way to accept the lowest or any bid but reserve
Right to exercise choice of the lowest evaluated, substantially responsive bid.
Procurement Proceedings may cancelled at any stage.