



Government of the Republic of Malawi  
Department of Nutrition

## ADVERTISEMENT FOR PREQUALIFICATION OF SUPPLIERS

ISSUE DATE: 22<sup>nd</sup> April, 2025

1. The Department of Nutrition under the Ministry of Health invites bids from interested suppliers (bidders) to apply for pre-qualification as suppliers of goods and services for the period of 2025-2026 financial year under the following categories:

| Lot No | Item Description  | Reference Number       | Qty | Unit Measure | Delivery Period         |
|--------|---|------------------------|-----|--------------|-------------------------|
| 1      | Supply and delivery of office stationery and tonners  | 35/IPDC/DN/G/2024-25/1 | Lot | Each         | 5 Days from date of LPO |
| 2      | Supply and delivery of motor vehicle and cycle spare parts including tyres, batteries and tubes                 | 35/IPDC/DN/G/2024-25/2 | Lot | Each         | 5 Days from date of LPO |
| 3      | Provision of motor vehicle and cycle services and repairs including panel beating and spray painting            | 35/IPDC/DN/G/2024-25/3 | Lot | Each         | 5 Days from date of LPO |
| 4      | Supply and delivery of servers, desktops, Laptops, photocopiers, computer spare parts, accessories and software | 35/IPDC/DN/G/2024-25/4 | Lot | Each         | 5 Days from date of LPO |
| 5      | Supply of office furniture, furnishings and fittings  | 35/IPDC/DN/G/2024-25/5 | Lot | Each         | 5 Days from date of LPO |

2. The chairperson, Internal Procurement and Disposal Committee now invite sealed bids from eligible bidders for the provision of the above stated goods and services.
3. Bidding will be conducted in accordance with the open tender bidding procedures contained in the Government of Malawi's Public Procurement and Disposal of Assets Act, 2025 and is open to all bidders.
4. Interested eligible bidders may obtain further information and inspect the bidding documents from the Procurement Unit at the address given below from 08:00-1500 hours (working days).
5. A complete set of bidding documents in English may be purchased by interested bidders from the cash office, second floor, upon payment of a non-refundable fee of MK5,000.00 cash.
6. Bids must be delivered to the address shown at 7 (b) below at or before 14:00hours, 12<sup>th</sup> May, 2025. Late bids shall be rejected. Bids will be opened in presence of bidders or their representatives at the address shown at 7 (c)
7. a) Address for Clarifications and Collections of Document  
The Procurement Unit, Department of Nutrition  
City House Arcade  
2<sup>nd</sup> Floor, Room 14, City Centre, LILONGWE.
- b) Address for Submission of Bids  
The Chairperson,  
Internal Procurement and Disposal Committee,  
Ministry of Health  
P. O. Box 30377,  
Capital Hill,  
2<sup>nd</sup> Floor, Tender Box,  
LILONGWE 3,
- c) Opening of Bids will be conducted as follows;  
The Main Conference Room  
Ministry of Health  
Second Floor, Capital Hill, LILONGWE.

The Chairperson  
Internal Procurement & Disposal Committee  
Ministry of Health