



**MALAWI ELECTORAL COMMISSION**

**INVITATION TO TENDER FOR FRAMEWORK AGREEMENT FOR VARIOUS GOODS AND SERVICES**

Date of Issue : 7<sup>th</sup> August, 2018

1. The Malawi Electoral Commission (MEC) has budgeted funds in its 2018/2019 Financial year and intends to use part of the proceed of these funds towards procurement of various goods and services through Framework Agreement. MEC is now inviting sealed bids from interested and eligible bidders as follows:

- I. Supply of Stationery, Toners, Motor Vehicle Tyres and Batteries and Promotion Materials Under Framework Agreement – Tender Number MEC/2018/2019/NCB/FWA/001

Lot Number	Description	Quantity	Unit of Measure	Type of Contract
1	Toners	Various	Various	<b>Framework Agreement</b>
2	Paper Related Items	Various	Various	
3	Stationery Other	Various	Various	
4	Motor Vehicle Tyres and Batteries	Various	Various	
5	Promotion Materials	Various	Various	

2. Bidding will be conducted in accordance with the National Competitive Bidding (NCB) procurement procedures contained in the Government of Malawi's Public Procurement legal framework and is open to all eligible bidders.
3. Interested Bidders or their representatives must bid through a Bidding Document that Malawi Electoral Commission has prepared in English Language and can be obtained at Malawi

Electoral Commission Headquarters Procurement Department, Chasankho House, Off Chileka Road at a Non-Refundable Fee of **MK10,000.00**.

4. Closing date for receiving bids is **20th August, 2018 at 10:00AM Hours Malawi Local time** and opening shall commence at the same time at the address specified below in the presence of bidders or their representatives who may wish to attend. Late bids shall be rejected.
5. Bids, clearly marked Framework Agreement on the outer envelope *with tender name and reference number* must be deposited in the tender box located at the **Reception Area-Ground Floor of Malawi Electoral Commission Headquarters, Blantyre** and must be addressed to the following:

**The Chairperson,  
Internal Procurement and Disposal Committee,  
Malawi Electoral Commission,  
Chisankho House, Off Chileka Road,  
Opposite Mwaiwathu Hospital,  
Private Bag 113,  
Blantyre, MALAWI.  
Email: echilapondwa@yahoo.co.uk;**

6. Bid Opening shall be held at **Grace Bandawe Conference Centre, Chileka Road, Opposite Phoenix International School, Nyambadwe, Blantyre.**
7. Malawi Electoral Commission does not bind itself to accept the lowest or any other bid and reserves the right to cancel the whole or in part of the procurement proceeding at any stage.

The Chairperson,  
**Internal Procurement and Disposal Committee**  
Malawi Electoral Commission