



MALAWI ELECTORAL COMMISSION

INVITATION TO TENDER FOR HIRE OF VEHICLES

Tender Name : **Hire of Vehicles**
 Reference Number : **MEC/2018/2019/NCB/016**
 Date of Issue : **5th May, 2019**

1. The Malawi Electoral Commission (MEC) is inviting sealed applications (List of Vehicles) for Hire of Vehicles to be used for distribution of Election Materials across the country at the following flat rates:

Item No.	Description of Vehicles	Unit of Measure	Total Quantity Required	Unit Rate VAT Exclusive per Day (Malawi Kwacha)	Number of Vehicles Offered			Contact Details
					Southern Region	Central Region	Northern Region	
(a)	(b)	(c)	(d)	(e)	(f)			(g)
1	3 Tonner Trucks	Each	510	60,000.00				
2	7 Tonner Trucks	Each		75,000.00				
3	10 Tonner Trucks	Each		100,000.00				
4	15 Tonner Trucks	Each		125,000.00				

- **NOTE: Open Trucks must have Tarpualins.**

2. Interested eligible bidders must submit their Applications (List of Vehicles offered) to the addresses at 5 below clearly indicating the following information by replicating the table above and completing columns (f) and (g):
 - (i) Type and quantity of vehicles offered
 - (ii) Region of operation ie Southern, Central or Northern Regions. Bidders who operate national wide should indicate so.
 - (iii) Names and contract details for the Manager, Transport Officer and Drivers for the Vehicles offered

3. Bidders must attach copies of the following documents to thier Applications (List of Vehicles) to be considered for hiring:
 - a) Business registration certificate
 - b) Annual tax clearance certificate
 - c) Tax Registration Certificate
 - d) Blue Books for the Vehicle/s Offered
 - e) Valid Insurance Policy for the Vehicle/s offered
 - f) Valid Certificate of Fitness(COF) for the Vehicles offered
 - g) Drivers for the vehicles offered must have valid Driver's Licence relevant for the type of vehicle/s offered.

4. Requests for Clarification on this Invitation to Tender must be addressed to the Procurement Manager, Malawi Electoral Commission, **Chisankho House, Private Bag 113, Blantyre, Malawi. Phone: 0999 312 409/ 0991 688 820 email: echilapondwa@yahoo.co.uk and cc mercynyanda@gmail.com.**

5. Closing date for receiving applications is **11th May, 2019 at 14:00 Hours Local time**. There will NO be public opening ceremony.

6. Applications, clearly marked on the outer envelope *with subject of procurement and reference number* and addressed to **The Chairperson, Internal Procurement and Disposal Committee, Malawi Electoral Commission, Private Bag 113, Blantyre, Malawi** must be delivered to the following addresses:
 - (i) **APPLICATIONS FOR THE SOUTHERN REGION**
Malawi Electoral Commission Headquarters,
Chisankho House, Off Chileka Road,
Opposite Mwaiwathu Private Hospital,
Private Bag 113,
Blantyre,

(ii) APPLICATIONS FOR THE CENTRAL REGION
Malawi Electoral Commission Regional Office (Centre),
Mtuntama Drive, Plot No. 3/224,
Private Bag A134,
Area 3,
Lilongwe.

(iii) APPLICATIONS FOR THE NORTHERN REGION
Malawi Electoral Commission Regional Office (North),
Elton Chirwa Avenue, Lutho Arcade, 1st Floor,
Next to Malawi Revenue Authority
Private Bag 200,
Mzuzu

7. Malawi Electoral Commission does not bind itself to accept any bid and reserves the right to cancel the whole or in part of the procurement proceeding at any stage without incurring any cost.

The Chairperson, Internal Procurement and Disposal Committee
Malawi Electoral Commission