



MALAWI ELECTORAL COMMISSION

Invitation For Bids

Tender Name: **Provision of Insurance Brokerage Services**

Reference Number: **MEC 2020/2021/NCB/002**

Date of Issue: **21th September, 2020**

1. The Malawi Electoral Commission (MEC) is inviting sealed bids from eligible bidders for Provision of Insurance Brokerage Services as described below:

Lot Number	Item Number	Description
1		Provision of Group Personal Accident Life Insurance Brokerage Services
	1.1	Provision of One Year Insurance Brokerage Services for Group Personal Accident Policy.
2		Provision Of Business All Risks Insurance Brokerage Services
	2.1	Provision of One Year Insurance Brokerage Services for ICT Equipment.
	2.2	Provision of One Year Insurance Brokerage Services for Electronic Devices.
3		Provision of Motor Vehicle Insurance Brokerage Services
	3.1	Provision of One Year Insurance Brokerage Services for Motor Vehicles.
4		Provision of Motor Cycle Insurance Brokerage Services
	4.1	Provision of One Year Insurance Brokerage Services for Motor Cycles.

2. Bidding will be conducted in accordance with the open National Competitive Bidding (NCB) procedures contained in the Government of Malawi's Public Procurement Legal Framework and is open to all bidders.
3. Interested eligible bidders may obtain further information from Malawi Electoral Commission and inspect the bidding documents at the address given below at 7(a) during office working hours.

4. A complete set of Bidding Documents in English may be purchased by interested bidders or their representatives at **MEC Cash Office** upon payment of a non-refundable fee of **Ten Thousand Malawi Kwacha (MK10,000.00)** and collected from the office of the **Procurement Manager** at the address given below at 7(a) during office working hours. The method of payment will be **Cash** or **Bank Certified cheque**.
5. Bids, clearly marked on the outer envelope *with tender name and reference number* must be delivered to the address at 7(b) below and deposited in the tender box located at the **Reception Area; Ground floor of Malawi Electoral Commission Head Office, Chisankho House, Opposite Mwaiwathu Hospital, Blantyre** at or before **14:00 hours local time on 20th October, 2020**. All bids must be accompanied by a Duly Signed and Stamped Bid Securing Declaration Form. Electronic bidding **will Not** be permitted and Late bids shall be rejected.

Bids will be opened in the presence of the bidders' representatives who choose to attend at the address shown at 7(c) below at **14:00 hours local time on 20th October, 2020**.

6. 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.
7. The addresses referred to above are:
 - (a) Address for Inspection and Issuance of Bidding Documents:
**The Procurement Manager,
1st Floor, Malawi Electoral Commission Head Office, Chisankho House,
Off Chileka Road, Opposite Mwaiwathu Hospital,
Private Bag 113,
Blantyre, Malawi.**
Email Address: edbandda@gmail.com and cc mercynyanda@gmail.com
Tel: 01 822 033/ 01821 585 Fax: 01 821 846/ 01 822 149
 - (b) Address for Delivery of Bids:
**The Chairperson, Internal Procurement and Disposal Committee,
1st Floor, Malawi Electoral Commission Head Office, Chisankho House,
Off Chileka Road, Opposite Mwaiwathu Hospital,
Private Bag 113,
Blantyre, Malawi.**
 - (c) Address for Bid Opening:
**Boardroom,
1st Floor, Malawi Electoral Commission Head Office, Chisankho House,
Off Chileka Road, Opposite Mwaiwathu Hospital, Blantyre.**