



MALAWI ELECTORAL COMMISSION

INVITATION TO BID

FOR

SUPPLY AND DELIVERY OF COVID 19 PROTECTIVE MATERIALS

Reference Number: **MEC/2020/2021/BE/NCB/003**

Date of Issue: **12thOctober, 2020**

Closing Date: **16thOctober, 2020**

Bidding Period: 5 days Only

1. The Malawi Electoral Commission (MEC) with funds from By-Elections Budget, plans to procure COVID-19 Protective Materials. The Commission is now inviting sealed bids from eligible bidders for Supply and Delivery of these Materials as described in the bidding document.
- 12 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.
- 13 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.
- 14 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)** per tender document and collected from the office of the **Procurement Manager** at the address given below at 7(a) during office working hours from 8.00am to 12.00pm and from 1.00pm to 4.00pm. The method of payment will be **Cash or Bank Certified cheque**.
- 15 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 Chisankho House, Malawi Electoral Commission Headquarters, Blantyre** at or before **14:00 hours local time on 16th 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 16th October, 2020.**

16 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.

17 The addresses referred to above are:

(a) Address for Inspection of Documents:

**The Procurement Manager,
1st Floor, Malawi Electoral Commission, Chisankho House,
Off Chileka Road, Opposite Mwaiwathu Hospital,
Private Bag 113,
Blantyre, Malawi.**

Email Address: edbandda@gmail.com; and cc mercynnyanda@gmail.com

Tel: **0999 312 409/0991 688 820** Fax: **01 821 846/ 01 822 149**

(b) Address for Delivery of Bids:

**The Chairperson, Internal Procurement and Disposal Committee,
Malawi Electoral Commission, Chisankho House,
Off Chileka Road, Opposite Mwaiwathu Hospital,
Private Bag 113,
Blantyre, Malawi.**

(c) Address for Bid Opening:

**MEC Headquarters Boardroom,
Off Chileka Road, Opposite Mwaiwathu Hospital,
Blantyre**