



MALAWI ELECTORAL COMMISSION

Invitation for Bids For Supply and Delivery of Laptop Computers, Tabulate Computers, Cellphones and Bags

Tender Reference Number MEC/2021/2022/NCB/002:

Date of Issue: **14th August, 2021**

1. The Malawi Electoral Commission (MEC) is inviting sealed bids from eligible bidders for Supply and Delivery of various Goods as described below:

Lot Number	Description	Delivery Period
1	Laptop Computers and Laptop Bags	4 Weeks
2	Tabulate Computers and Cellphones	4 Weeks
3	Pilot Trolley Bags	4 Weeks

- 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 working days from 8.00am to 12.00pm and from 1.00pm to 4.00pm..
- 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** and collected from the **Procurement Office** at the address given below at 7(a) during working days 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 13th September, 2021**. 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 13th September, 2021**.

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 Bidding Documents:

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

Email Address: mnyanda@mec.org.mw

Tel: **01 822 033/ 01821 585/ 0991 688 820** Fax: **01 821 846/ 01 822 149**

(b) Address for Submission 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,
Chisankho House, Off Chileka Road, Opposite Mwaiwathu Hospital,
Blantyre, Malawi.**