



MALAWI ELECTORAL COMMISSION

INVITATION TO BID (ITB) - PROVISION OF SECURITY SERVICES

Tender Reference Number: **MEC 2022/2023/NCB/001**

Date of Issue: **22nd August, 2022**

1. The Malawi Electoral Commission (MEC) is inviting sealed bids from eligible bidders for Provision of Security Services as follows:

Lot Number	Description	Contract Period
1	Provision of Guarding Services	12 Months
	Provision and Installation of Alarm Equipment	
	Provision of Alarm Monitoring and Rapid Response Systems	

2. Bidding will be conducted in accordance with 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 or inspect the bidding documents during working hours in Procurement Unit, **Attention: Senior Procurement Officer**, Malawi Electoral Commission, Private Bag 113, Chichiri, Blantyre 3, Malawi. E-mail: gchatepa@mec.org.mw, phone 0 999 397 281.
4. A Bidding Document 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 Procurement Unit from 8.00am to 12.00pm and from 1.30pm to 4.00pm.
5. Bids, clearly marked on the outer envelope *with tender name and reference number* must be delivered to the address 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 21st September, 2022.**

6. Bids will be opened in the presence of the bidders' representatives who choose to attend on **21st September, 2022** starting from **14:00hrs** in the Boardroom. Late bids will be rejected.
7. Sealed bids must be addressed to: **The Chairperson, Internal Procurement and Disposal Committee, Malawi Electoral Commission, Chisankho House, Off Chileka Road, Opposite Mwaiwathu Hospital, Private Bag 113, Blantyre, Malawi.**