



MALAWI ELECTORAL COMMISSION

INVITATION FOR BIDS FOR PURCHASE OF BROKEN PLASTIC BALLOT AND DISCARD BOXES FOR RECYCLING PURPOSES

Reference Number: MEC/2022/2023/RFQ/Disposal/001

Date of Issue:
7th November, 2022

Closing Date:
21st November, 2022

1. The Malawi Electoral Commission (MEC) has Broken Ballot and Discard Boxes and would like to dispose them of by way of selling to Plastic Recycling Companies.
2. MEC hereby invites eligible Plastic Recycling Companies to submit sealed bids to Purchase and Recycle Plastic Materials as per table below:

| Lot Number | Description | Location | Unit | Approximate Quantity |
|------------|---|-----------------------------|------|----------------------|
| 1 | Purchase of Broken Plastic Ballot Boxes for Recycling Purposes | MEC's Warehouse in Blantyre | Each | 4,825 |
| 2 | Purchase of Broken Plastic Discard Boxes for Recycling Purposes | MEC's Warehouse in Blantyre | Each | 7,550 |
| 3 | Purchase of Broken Plastic Ballot Box Lids for Recycling Purposes | MEC's Warehouse in Blantyre | Each | 2,120 |
| 4 | Purchase of Broken Plastic Ballot Boxes for Recycling Purposes | MEC's Warehouse Lilongwe | Each | 11,863 |

3. Interested eligible bidders may obtain further information and collect a Request for Quotation (RFQ) document from the **Procurement and Disposal Unit** at the address given below at 6(a) during office working hours from 8:00am to 12:00pm and from 1:00pm to 4:00pm.
4. Quotation clearly marked on the outer envelope with tender name and reference number must be delivered to the address at 6(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 21st November, 2022**. Electronic bidding **will Not** be permitted and late bids shall be rejected.

Quotations will be opened in the presence of the bidders' representatives who choose to attend at the address shown at 6(c) below at **14:00hours local time on 21st November, 2022**.

5. Malawi Electoral Commission does not bind itself to accept the highest or any other Quotation and reserves the right to cancel the whole or in part of the procurement proceeding at any stage.

6. The addresses referred to above are:

(a) Address for collecting Request for Quotation Document:

**Senior Procurement Officer,
Malawi Electoral Commission,
1st Floor,
Chisankho House,
Off Chileka Road,
Opposite Mwaiwathu Hospital,
Private Bag 113,
Blantyre,
Malawi,**
Email Address: gchatepa@mec.org.mw
Tel: 0 999 397 281

(b) Address for submitting quotations:

**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 Quotations Opening

**MEC Headquarters Boardroom,
Chisankho House,
Off Chileka Road,
Opposite Mwaiwathu Hospital,
Blantyre,
Malawi.**
