



MALAWI ELECTORAL COMMISSION

Invitation to Submit Proposals for Provision of Short-Term Consultancy Services for ACCPAC SAGE 300 Technical Support

Procurement Reference Number: MEC/2023/2024/RFP/Service/001

Date of Issue: **14th April 2023**

Closing Date: **4th May 2023**

1. **Malawi Electoral Commission (MEC)** invites proposals to provide Short-Term Consultancy Services for ACCPAC SAGE 300 Technical Support.
2. A Consultant will be selected in accordance with procedures described in RFP and the Public Procurement Legal Framework of the Republic of Malawi and is open to all eligible bidders.
3. Interested bidders may obtain further information and/or inspect an RFP document at the following address during working days from 8:00am to 4:00pm: **The Secretary, Internal Procurement and Disposal Committee, MEC, Private Bag 113, Chichiri, Blantyre 3. Phone: 0999 397 281. Email: procurement@mec.org.mw.**
4. An RFP document in English may be purchased from MEC Accounts Office at a non-refundable fee of **K5,000.00** payable in cash only. Bidders should then collect their RFP document from Procurement Department after presenting a receipt as proof of payment.
5. Sealed Proposals clearly marked **“Provision of Short-Term Consultancy Services for ACCPAC SAGE 300 Technical Support”** must be delivered to the address below at 6(a) and deposited in the tender box located at the Reception of MEC offices at or before **14:00 Hours Local Time on 4th May 2023**. Late proposals shall be rejected. Proposals will be opened in the presence of the bidders’ representatives who choose to attend at the address below at 6(b) at **14:00 Hours Local Time on 4th May 2023**.
6. Addresses for Submission and Opening of Proposals
 - (a) Address for Submission of Proposals:
**The IPDC Chairperson, Malawi Electoral Commission
Off Chileka Road, Opposite Mwaiwathu Hospital
Ground Floor, Reception Area
Private Bag 113
Blantyre
Malawi**
 - (b) Address for Opening of Proposals:

Malawi Electoral Commission's Boardroom
1st Floor, Chisankho House
Off Chileka Road, Opposite Mwaiwathu Hospital
Blantyre
Malawi
