



MALAWI ELECTORAL COMMISSION

Invitation for Bids for Supply and Delivery of Various Goods Under Framework Agreement

Date of Issue: **1st July 2023**

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

Item Number	Description	Reference Number	Duration of the Contract
1	Supply, Delivery and Fitting of Motor Vehicle Tyres, Tubes and Batteries	MEC/2023/2024/FWA/NCB/001	12 months
2	Supply and delivery of Stationery and Toner	MEC/2023/2024/FWA/NCB/002	12 months

2. 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.
3. 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.
4. A complete set of Bidding Documents in English may be purchased by interested bidders or their representatives at **MEC Cash Office, 2nd Floor, Development House, City Centre** upon payment of a non-refundable fee of **MK10,000.00 (Ten Thousand Malawi Kwacha)** per tender, payable in **cash**. Bidders should then collect their bidding document 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.

5. 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 of MEC Head Offices in Lilongwe in Procurement Department** at or before **14:00 hours local time on 30th July 2023**. 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 30th July 2023**.
6. 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.
7. The addresses referred to above are:
 - (a) Documents may be inspected at:
**The Procurement Manager,
Development House, City Centre,
Ground Floor,
Private Bag 113,
Lilongwe.**
Email Address: procurement@mec.org.mw and cc: gchatepa@mec.org.mw
 - (b) Bids must be delivered to:
**The Chairperson, Internal Procurement and Disposal Committee,
Plot number 13/5, Off Independence Drive,
Development House, City Centre,
Private Bag 113,
Lilongwe.**
 - (c) Address for Bid Opening:
**Malawi Electoral Commission Main Boardroom,
2nd Floor, Development House, City Centre,
Off Independence Drive,
Lilongwe.**