



## MALAWI ELECTORAL COMMISSION

# Invitation for Bids

## Supply and Delivery of Non-Sensitive Electoral Materials

Reference No: MEC/2023/2024/N-SEM/TPE/ICB/002

Date of Issue: 13<sup>th</sup> September 2023

1. The Malawi Electoral Commission (MEC) has budgeted public funds to be used for procurement of the above referenced goods and now invites sealed bids from eligible bidders for supply and delivery of **Non-Sensitive Electoral Materials** as below:

Lot No.	Description of Goods	Quantity	Delivery Period	Delivery Point
1	Ballot Boxes	43,000	8 Weeks	MEC Head Office - Lilongwe
2	Polling Booths	75,100	8 Weeks	MEC Head Office - Lilongwe
3	Polling Furniture	Various	8 Weeks	MEC Head Office - Lilongwe
4	Polling Materials	Various	8 Weeks	MEC Head Office - Lilongwe
5	Voter Awareness Materials	Various	8 Weeks	MEC Head Office - Lilongwe
6	Registration Materials	Various	8 Weeks	MEC Head Office - Lilongwe
7	Gas Lamps and Cylinders	Various	8 Weeks	MEC Head Office - Lilongwe

2. Bidding will be conducted in accordance with the open **International Competitive Bidding (ICB)** tendering procedures contained in the Public Procurement Law and Regulations of the Government of the Republic of Malawi and is open to all bidders from eligible source countries.
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 working days from **8:00am to 12.00pm** and from **1.00pm to 4.00pm**.
4. A complete set of Bidding Documents in English may be purchased by interested bidders or their representatives at **MEC Cash Office, 2nd Floor, Room No. 316, 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 set of bidding documents from the office of the Procurement Manager at the address given below at 7(a) during working days from **8.00am to 12.00pm** and from **1.00pm to 4.00pm**.

Alternatively, payment of an equivalent of MK10,000 in USD only may be made through **MEC FDH Bank Account, No.: 104000098847, Blantyre Branch, FIELD 54A** (Intermediary Bank): Jyske Bank A/S, Swift Code: JYBADKKK. FIELD 56A, (FDH's Banks. Correspondent Bank): Crown Agents Bank, Swift Code: CRASGB2L, Account: 7759 097096-6, IBAN: GB43CRAS60836833058301, Sort Code: 608368. FIELD 57A (FDH Bank's Account at Crown Agents Bank), Beneficiary Bank: FDH Bank Limited, Swift Code: FDHFMWMW, Account: 33058301. FIELD 59 (Final beneficiary's Account Number at FDH Bank): Malawi Electoral Commission, Account: 104000098847, Address: Malawi Electoral Commission, Development House, Private Bag 113, Lilongwe. The documents will be sent by email.

5. Bids clearly marked on the outer envelope with *tender name and reference number* must be delivered to the address below at 7(b) and deposited in the tender box located at the Reception at or before **14:00hours local time on 27<sup>th</sup> October 2023**. Late bids shall be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 7(c) at **14:00hours local time on 27<sup>th</sup> October 2023**. Electronic bidding is not permitted.
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,  
Plot number 13/5, Off Independence Drive, Ground Floor,  
Private Bag 113,  
Lilongwe.  
Email Address: [procurement@mec.org.mw](mailto:procurement@mec.org.mw)  
Cc: [gchatepa@mec.org.mw](mailto:gchatepa@mec.org.mw)
  - (b) **Bids must be delivered to:**  
Procurement Office Reception,  
Development House, City Centre,  
Plot number 13/5, Off Independence Drive, Ground Floor,  
Lilongwe.
  - (c) **Address for Bid Opening:**  
Malawi Electoral Commission Main Boardroom,  
Development House, City Centre,  
Plot number 13/5, Off Independence Drive, 2<sup>nd</sup> Floor,  
Lilongwe.