



MALAWI ELECTORAL COMMISSION

INVITATION TO BID

FOR

SUPPLY AND DELIVERY OF COVID 19 PROTECTIVE MATERIALS

Reference Number: **MEC/2019/2020/FPE/NCB/009**

Date of Issue: **13th May, 2020**

Closing Date: **15th May, 2020**

Bidding Period: 2 days Only

1. The Malawi Electoral Commission (MEC) with funds from Fresh Presidential Election (**FPE 2020**) Budget, plans to procure COVID 19 Protective Materials. The Commission is now inviting sealed bids from eligible bidders for Supply and Delivery of these as described below:

Lot Number	Description	Unit of Measure	Quantity	Delivery Period
1	Hand Sanitizers	100ml Bottle	367,000	7 Days
2	Surgical Masks	Box of 50	81,880	
3	Gloves	Box of 100	40,940	
4	Liquid Hand Soap – Anti Bacterial	500ml Bottle with pump	20,000	
5	Tablet Hand Soap – Anti Bacterial	175g Tablet	50,000	
6	Plastic Buckets and Basins			
6.1	Plastic Buckets with tap (20 Litres)	Each	41,000	
6.2	Plastic Basins (20 Litres)	Each	41,000	

- 12 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.
- 13 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.
- 14 A complete set of Bidding Documents 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)** per tender document and collected 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. The method of payment will be **Cash** or **Bank Certified cheque**.
- 15 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 Area-Ground Floor of Chisankho House, Malawi Electoral Commission Headquarters, Blantyre** at or before **14:00 hours local time on 15th May, 2020**. All bids must be accompanied by a Duly Signed and Stamped Bid Securing Declaration Form. 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 15th May, 2020**.

- 16 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.
- 17 The addresses referred to above are:
 - (a) Address documents may be inspected at:
**The Procurement Manager,
1st Floor, Malawi Electoral Commission, Chisankho House,
Off Chileka Road, Opposite Mwaiwathu Hospital,
Private Bag 113,
Blantyre, Malawi.**
Email Address: edbandda@gmail.com; and cc mercynyanda@gmail.com
Tel: **0999 312 409/0991 688 820** Fax: **01 821 846/ 01 822 149**
 - (b) Address Bids must be delivered to:
**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 Bid Opening:
**MEC Headquarters Boardroom,
Off Chileka Road, Opposite Mwaiwathu Hospital,
Blantyre**