



MALAWI ELECTORAL COMMISSION

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

Date of Issue: 7th January, 2021

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

A. Tender Reference Number MEC/2020/2021/FWA/NCB/004: Supply and Delivery of Toner, Stationery and Printer Consumables Under Framework Agreement

Lot Number	Description	Delivery Period	Duration of the Agreement
1	HP Toners	7 Days from Issuance of Local Purchase Order	12 Months
2	Ricoh Toners		
3	Consumables for HP Printers		
4	Consumables for Ricoh Printers		
5	Paper Related Stationery		
6	General Stationery		

B. Tender Reference Number MEC/2020/2021/FWA/NCB/005: Supply and Delivery of Motor Vehicle Tyres and Batteries Under Framework Agreement

Lot Number	Description	Delivery Period	Duration of the Agreement
1	Tyres for Saloon Vehicles		12 Months
2	Tyres for 4 x 4 Motor Vehicles		

3	Tyres for Buses and Land cruisers	7 Days from Issuance of Local Purchase Order	
4	Tyres for Trucks		
5	Batteries		

- 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** 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 8th February, 2021**. 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 8th February, 2021**.
- 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:

**Grace Bandawe Conference Centre,
Chileka Road, Opposite Phoenix International School, Blantyre**