



Republic of Malawi

Ministry of Education

Invitation to Bid (ITB)

Procurement Method Open Tender (National Competitive Bidding)

Date of Issue 07th, August, 2023

1. The Ministry of Education (MoE) has budgeted resources in the 2023-2024 Financial Year towards the cost of implementing various programs in the Education Sector, and intends to apply part of the funds towards the following:

No	Procurement Description	Reference No	Delivery Period
1	Supply and Delivery of Primary School Desks	025/MoE/IPDC/NCB/G/2023-24/04	12-14 Weeks

2. The Chairperson, Internal Procurement and Disposal Committee of the Ministry invite sealed bids from **eligible bidders** for the procurement of Teaching and Learning Materials.
3. Bidding will be conducted in accordance with the Open tendering procedures contained in the Public Procurement and Disposal of Assets Act (2017) and Regulations of the Government of the Republic of Malawi and is open to all qualified and eligible bidders.
4. Interested eligible bidders may obtain further information from Ministry of Education and inspect the bidding documents at the address given below at **7(a)** from **8:00-16:00 hours** from Monday to Friday except on public holidays.
5. A complete set of Bidding Documents in English may be purchased by interested bidders from the address shown at **7 (b)** below and upon payment of a non-refundable fee of **MK5,000.00** payable in cash.
6. Bids must be delivered to the address shown at **7 (c)** below at or before Thursday, 05th September, 2023, 10:00 hours (local time). All bids must be accompanied by a **Bid Securing Declaration**. 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 (d) below on Tuesday, 05th September, 2023, 10:00 hours (local time).

7. (a) Documents may be inspected and collected at:

Ministry of Education,
Private Bag 328,
Capital Hill Circle
Procurement and Disposal Unit Office,
First Floor, Room 71
Lilongwe 3,
Malawi.

(b) Address for Payment of Non-refundable Fee:

Ministry of Education (MoE),
Cash Office, Ground Floor, Room No. 14
Private Bag 328,
Lilongwe 3,
Malawi.

(c) Address for Delivery of Bids:

The Chairperson,
Internal Procurement and Disposal Committee (IPDC)
Ministry of Education (MoE)
Headquarters Building, Capital Hill, First Floor,
Tender Box placed near the Conference Room,
Private Bag 328,
Lilongwe 3,
Malawi.

(d) Address of Bid Opening:

Ministry of Education (MoE),
Headquarters Building, Capital Hill, First Floor, Conference Room,
Private Bag 328,
Lilongwe 3,
Malawi.

**The Chairperson
Internal Procurement and Disposal Committee**