



MALAWI INVESTMENT AND TRADE CENTRE
INVITATION FOR BIDS
SUPPLY AND DELIVERY OF VARIOUS GOODS AND SERVICES
Date of Issue – 10th November, 2021

1. **Background:** The Malawi Investment and Trade Centre (MITC) is a statutory body established by an act of Parliament, the Investment and Export Act of 2012, to promote investment and exports in Malawi
2. Malawi Investment and Trade Centre (MITC) has budgeted resources towards the cost of implementing various programs in the Centre and intends to apply part of the funds towards payments for the supply and delivery of goods and related services for 2022 -2023 Fiscal Year for Lilongwe and Blantyre offices.
3. **The Chairman, Internal Procurement and Disposal Committee, Malawi Investment and Trade Centre, now Invites** sealed bids from eligible and qualified bidders for the under listed goods and related services.

NO	DESCRIPTION	REFERENCE NUMBER	SME CATEGORY
1	Provision of Internet and VPN Services	MITC/PDU/INTERNET/2022-2023	Medium
2	Provision of Motor Vehicle Maintenance Service	MITC/PDU/MVSERV/2022-2023	Micro
3	Supply and Fitting of Lot 1: Batteries Lot 2: Tyres	MITC/PDU/B&T/2022-2023	Small
4	Provision of Security Services	MITC/PDU/SEC/2022-2023	Medium
5	Provision Air tickets Services	MITC/PDU/ATKT/2022-2023	Medium
6	Provision of Assorted Stationery Lot 1: General Stationery Lot 2: Toners	MITC/PDU/STAT/2022-2023	Micro
7	Supply and delivery of promotional and Publication materials LOT 1: General Promotional and Publication materials LOT2: Designing and Printing Promotional and publication materials	MITC/PDU/PPM/2022-2023	Micro
8	Supply and Delivery of Motor Vehicle	MITC/PDU/MV/SEZ/2021	Medium
9	Provision of Audit Services	MITC/PDU/AUDIT/2022-2023	Medium

4. Bidding will be conducted in accordance with Open Tendering procedures contained in the Public Procurement and Disposal of Assets Act No.17 of 2017 and Public Procurement Regulations ,2020 of the Government of the Republic of Malawi.
5. Interested eligible bidders may obtain further information and inspect the bidding Document from **MITC's Procurement and Disposal Unit** at the address given in paragraph 9(a) below **from 08:00 to 12:00hours, 13:00 to 16:00hours local time** (Monday to Friday) except on Public Holidays.
6. A complete set of Bidding Document in English shall be purchased by interested bidders upon payment of a **non-refundable fee of Five Thousand Kwacha only (MK5,000.00)**. Bidders are required to make direct deposit into the following account

Account Name: **MITC Trade Fees**

Bank: **National Bank of Malawi**

Account Number: **1000298804**

Account Type: **Current Account**

Branch: **Capital City**

Bidders are required to get a receipt from MITC Accounts Office upon producing the bank deposit slip before getting the Bidding Document from Procurement and Disposal Unit.

7. A complete set of Bidding Document in English language may be obtained by interested bidders at the address given in paragraph 10(a) below.
8. Sealed bids, clearly marked on the outer envelope with "**Tender Description and Reference Number**" must be deposited in the Tender Box at the address in paragraph 10(b) below **at or before 14:00 Hours (local time) on Thursday ,9th, December, 2021**. Late bids shall be rejected and returned to the bidder unopened.
9. The addresses referred to above are:

(a) *Inspection and Issuing of the Bidding Documents:*

The Procurement and Disposal Unit

Malawi Investment and Trade Centre

Aquarius House, Convention Drive, Lilongwe

Attention: Procurement Officer

Tel : +265 1 771 315

E-mail : jnkhwazi @mitc.mw

(b) *Submission of Tender Documents:*

The Chairperson

Internal Procurement and Disposal Committee

Malawi Investment and Trade Centre

Aquarius House – Reception

Private Bag 302

Lilongwe 3

(c) *Opening of Tender Documents:*

Malawi Investment and Trade Centre

Aquarius House – Main Board Room

Convention Road

Private Bag 302

Lilongwe 3

MITC shall only allow one representative per bidder to attend the bid opening due to Covid Pandemic and all Covid preventative measures shall be followed.

10. It is the responsibility of each bidder to ensure that the bids submitted are in accordance with the 'Instruction to Bidders' contained in the Tender Documents, non-compliance to the instructions will lead to disqualification and rejection of the bid.
11. Opening of Bids shall commence at **14:00hours on Thursday ,9th December, 2021** in MITC's main boardroom, interested bidders, their representatives and the general public are welcome to attend.
12. MITC is not in any way bound to accept the lowest or any bid but reserves the right to exercise choice of the lowest evaluated, substantially responsive bid and procurement proceedings may be cancelled at any stage.