



**REPUBLIC OF MALAWI**

**OFFICE OF THE PRESIDENT AND CABINET**

**DEPARTMENT OF DISASTER MANAGEMENT AFFAIRS**

**INVITATION FOR BIDS**

**PROCUREMENT OF VARIOUS GOODS, AND SERVICES ON FRAMEWORK  
AGREEMENT FOR 2021 TO 2022 FINANCIAL YEAR**

**NATIONAL COMPETITIVE BIDDING**

***DATE OF ISSUE: 3<sup>rd</sup> AUGUST, 2021***

1. **Department of Disaster Management** is mandated to provide coordination and directing the implementation of disaster risk management affairs. The Department has therefore budgeted public funds to be used for the procurement of various goods and services for 2021 to 2022 financial year on Framework Agreement hence invites bids from interested eligible bidders to submit their bids for the procurement as detailed below:

<b>NO</b>	<b>PROCUREMENT DESCRIPTION</b>	<b>PROCUREMENT REFERENCE NUMBER</b>	<b>CLOSING AND OPENING DATE AND TIME</b>	<b>TARGET GROUP</b>
1	Provision of Transportation Services for Relief Maize/Items, 2021-22 Financial Year	090/IPDC/DoDMA/2021-22/01	1 <sup>st</sup> September, 2021, 10:00 Hours Local time	MSMEs
2.	Procurement of Various Disaster Relief items.	090/IPDC/DoDMA/2021-22/02	1 <sup>st</sup> September, 2021, 10:00 Hours Local time	MSMEs
3	Procurement of Various Stationery Items and Toners	090/IPDC/DoDMA/2021-22/03	2 <sup>nd</sup> September, 2021,10:00 Hours Local time	MSMEs
4	Procurement of Motor Vehicle Tyres and Batteries, Free Tyre	090/IPDC/DoDMA/2021-22/04	2 <sup>nd</sup> September, 2021, 10:00 Hours Local	MSMEs

	Fitting and Wheel Alignment		time	
5	Prequalification of Suppliers for the Provision of Motor Vehicle Maintenance Services	090/IPDC/DoDMA/2021-22/05	2 <sup>nd</sup> September, 2021, 10:00 Hours Local time	MSMEs
6	Procurement of Fumigation Services for DoDMA Warehouses	090/IPDC/DoDMA/2021-22/06	2 <sup>nd</sup> September, 2021, 10:00 Hours Local time	MSMEs
7	Procurement of Branded Vests, gumboots, rain suits, work suits and Other working Materials	090/IPDC/DoDMA/2021-22/07	2 <sup>nd</sup> September, 2021, 10:00 Hours Local time	MSMEs

2. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement and Disposal of Public Assets Act, 2017 and Public Procurement Regulations, 2020 (Government Notice No. 24) and is open to all bidders from eligible source countries.

3. Interested eligible bidders may obtain further information and inspect the Bidding Documents from the **Department of Disaster Management Affairs, Procurement Section** at the address shown in 6(a) below from **08:00 am to 12:00 am and 14:00 pm to 16:00 pm hours** from Monday to Friday, except public holidays.

4. A complete set of bidding documents in English may be purchased by interested bidders from the Accounts office 2<sup>nd</sup> Floor, upon payment of a non-refundable fee of **MK5, 000.00 cash and bidding documents shall be collected at the Procurement and Disposal Unit.**

5. Bids clearly marked with the name of the tender being applied for, must be submitted and delivered to the address shown at 6 (b) (**SEE ON THE TABLE ABOVE FOR CLOSING DATE AND TIME**). 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 6 (b) below.

6. (a) **Address for inspection, clarification, payment and collection;**

**Floor/Room number: 2/86 Street Address:**

**Private Bag 336, Lilongwe 3**

**City: Lilongwe**

(b) **Address for submission:**

**The IPDC Chairperson**

**Department of Disaster Management Affairs,  
Private Bag 336, Capital Hill, Lilongwe.**

**(c) Address for Opening of Bids**

**Main Conference Room, 2nd Floor,**

**Department of Disaster Management Affairs,  
Economic Planning Building,  
Private Bag 336,  
Capital Hill,  
Lilongwe 3**