



REPUBLIC OF MALAWI

MINISTRY OF AGRICULTURE

Request for Bids
(Supply and Delivery of Stationery Under Framework Agreement)

Purchaser: MINISTRY OF AGRICULTURE
Project: AGRICULTURAL COMMERCIALISATION (AGCOM) PROJECT
Contract title: SUPPLY AND DELIVERY OF STATIONERY
Country: MALAWI
Credit No.: 6048-MW
RFB No: AGCOM/428/G/NCB
Issued on: 30TH SEPTEMBER, 2021

1. The Malawi Government has received financing from the World Bank toward the cost of the Agricultural Commercialization (AGCOM) Project, and intends to apply part of the proceeds toward payments for contracts under Framework Agreement for Supply and Delivery of Various Stationery Items.
2. The Ministry of Agriculture now invites sealed Bids from eligible Bidders for Supply and Delivery of Various Stationery Items under Framework Agreement as follows:

| Lot No. | Description of Goods | Quantity | Type of Contract | Final Destination (Project Site) |
|----------------|---|-----------------|-------------------------------------|--|
| 1 | Supply and delivery of Various Stationery Items | Various | Twelve Months (Framework Agreement) | AGCOM Project, Off Chilambula Road, Opposite MRA Domestic Taxes Office |

3. National Competitive Bidding (NCB) will be conducted in accordance with the National Procurement Procedures of Goods.
4. Bidders would be required to provide the following information: Business Registration Certificate, VAT registration certificate and valid Tax clearance certificate.

5. A complete set of Bidding Document is to be sold to interested bidders at non-refundable fee of Five-thousand-kwacha (MK5,000.00) cash.
6. Bids shall remain valid for 120 days after the deadline for bid submission.
7. Interested eligible Bidders may obtain further information from the address at (a) below and inspect the bidding document during office hours from 8:00 to 12:00 and 13:00 to 16:00 hours local time (Monday to Friday, except national public holidays) at the address given below at (b).
8. Bids must be delivered to the address below at (b) on or before **10:00 hours Local Time on or before 28th October, 2021**. Electronic Bidding will not be permitted. Late Bids will be rejected. Bids will be publicly opened in the presence of the Bidders' designated representatives and anyone who chooses to attend at the address below at (b) at **10:00 Hours Local Time on 28th October, 2021**.
9. All Bids must be accompanied by a Bid Securing Declaration in the form provided in the Bidding Document.
10. The addresses referred to above are:

- (a) For further information and clarification on the documents:

The Project Coordinator
Agricultural Commercialization Project
AGCOM Building, opposite MRA along Chilambula Road
P.O. Box 727
Lilongwe
Malawi.
wema.phiri@agcom.gov.mw

- (b) For inspection, collection, submission and opening of bids:

The Chairperson
Internal Procurement and Disposal Committee
Ministry of Agriculture,
Ministry of Agriculture Building, Room 76
Capital Hill Circle
P.O. Box 30134
Lilongwe 3