



MALAWI ELECTORAL COMMISSION

INVITATION TO TENDER

Tender name : Supply of Civic and Voter Education Materials

Tender Number : MEC/2017/2018/ICB/TPE/007

Organization : Malawi Electoral Commission

Country : Malawi

The Malawi Electoral Commission (MEC) is inviting tenders for supply of Civic and Voter Education Materials for 2019 Tripartite Elections

Item Number	Description of Goods or Related Service	Quantity	Unit of Measure
LOT 1- PRINTING MATERIALS			
1.	Inspection Posters	420,000	Each
2.	Registration Posters	500,000	Each
3.	Inspection Brochures	100,000	Each
4.	Registration Brochures	420,000	Each
5.	Registration fliers	100,000	Each
6	Registration Stickers	100,000	Each

LOT 2- PROMOTION MATERIALS			
7	Horizontal Banners	68	Each
8	Roll Up Banners	10	Each
9	Golf Shirts	1,250	Each
10	T-Shirts	1,750	Each
11	Cups	1,000	Each
12	Wrist Bands	2,500	Each
13	Pens	2,500	Each
14	Bags	300	Each
LOT 3- PRINTING OF MEC CLOTH			
15	MEC Cloth (Wrapper- Chitenje)	4,000	Meters

Bidding will be conducted using International Competitive Bidding (ICB) Procurement Procedures specified in the Public Procurement Law of the Government of the Republic of Malawi and is open to all eligible Bidders.

Interested Bidders or their Representatives must bid through a Bidding Document that Malawi Electoral Commission has prepared in English language and can be obtained at Malawi Electoral Commission Headquarters Procurement Department Chisankho House, Off Chileka Road at a Non-Refundable Fee of **MK10,000.00** for local bidders and equivalent of **US\$ 20** for Foreign Bidders respectively.

Closing date for receiving bids is **1st December 2017** at **14 hours Malawi local time** and opening shall commence at the same time at the address specified below in the presence of bidders or their representatives who may wish to attend. Late bids shall be rejected

Bids with "samples" where necessary, clearly marked on the outer envelope with tender name and reference number must be deposited in the Tender Box

Located at the reception area – ground floor of Malawi Electoral Commission Headquarters, Chisankho House, and must be addressed to the following:

The Chairperson
Internal Procurement Committee
Malawi Electoral Commission
Chisankho House, Off Chileka Road
Opposite Mwaiwathu Hospital
Private Bag 113
Blantyre, Malawi
Email: echilapondwa@yahoo.co.uk

MEC reserves the right to withdraw any or all items at any time in the bidding process. MEC further reserves the right not to accept the lowest bid or may exercise this right to reject all bids received.