



MALAWI ELECTORAL COMMISSION

Invitation For Bids (IFB)

Date of Issue : 6th October, 2018

1. The Malawi Electoral Commission has budgeted public funds to be used for the procurement of various Polling Materials for the 2019 Tripartite Elections and now invites sealed bids from eligible bidders as follows:

(a) Tender Reference Number MEC/2018/2019/TPE/ICB/006: Printing, Supply and Delivery of Ballot Papers and Related Materials:

Lot No.	Description	Qty	Delivery Period	Delivery Point
1	Printing, Supply and Delivery of Ballot Papers, Results Sheets and Blind Voting Templates	Various	6 Weeks	CIP, Kamuzu International Airport, Lilongwe

(b) Tender Reference Number MEC/2018/2019/TPE/ICB/007: Supply and Delivery of General Polling Materials

Lot No.	Description	Qty	Delivery Period	Delivery Point
1	Thump Print Pads and Indelible Ink	Various	8 Weeks	DDP MEC Warehouse, Blantyre
2	Ballot Boxes, Security Seals and Padlocks			
3	Polling Booths			
4	Lamps/Lanterns and Batteries,			
5	Stationery			

6	Supply and Filling of Gas in 3litre cylinders			
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(c) Tender Reference Number MEC/2018/2019/TPE/ICB/008: Supply and Delivery of ICT Equipment and Consumables for Polling

Lot No.	Description	Qty	Delivery Period	Delivery Point
1	Desktop Computers	Various	8 Weeks	DDP MEC Warehouse, Blantyre
2	Printers			
3	Heavy Duty UPS			
4	Consumables for Heavy Duty Printer – Hp Colour LaserJet CM6040fMFP			
5	Photocopying Paper A3			

(d) Tender Reference Number MEC/2018/2019/TPE/ICB/009: Printing, Supply and Delivery of Polling Materials for Civic Education and Electoral Services

Lot No.	Description	Qty	Delivery Period	Delivery Point
1	Supply and Delivery of Polling Kit Boxes	Various	8 Weeks	DDP MEC Warehouse, Blantyre
2	Supply and Delivery of Envelopes			
3	Printing, Supply and Delivery of Banners			
4	Printing, Supply and Delivery of Civic and Voter Education Materials			

2. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement Law and Regulations of the Government of the Republic of Malawi and is open to all bidders from eligible source countries.
3. Interested eligible bidders may obtain further information from **Malawi Electoral Commission** and inspect the bidding documents at the address given below at 7(a) from **08:00 to 16:00 Hours Local Time**.
4. A complete set of Bidding Documents in English may be purchased by interested bidders upon payment of a non-refundable fee of **US\$13.00** or **MK10,000.00 per tender** at **MEC's Cash Office located on the ground floor of Malawi Electoral Commission, Opposite Mwaiwathu Hospital, Blantyre** and collected from **the address at (7a) below**. The method of payment will

be **Cash or Bank certified Cheque**. The document may at the Supplier's request be sent through courier in which case, the Supplier shall bear costs for such delivery. No liability will be accepted for loss or late delivery.

5. Bids clearly marked on the outer envelope with "***Tender Name and Reference Number***" must be delivered to the address below at 7(b) and deposited in the tender box located at the **Reception Area-Ground Floor of Chisankho House, Malawi Electoral Commission Headquarters, Blantyre** at or before **10:00 Hours Local Time on 20th November, 2018**. All bids from Local Suppliers must be accompanied by a Bid Securing Declaration while Bids from International Bidders must be accompanied by a bid security in the amounts indicated on ITB21.1 of the bidding documents.

Late bids shall be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 7(c) at **10:00 Hours Local Time on 20th November, 2018**.

6. Malawi Electoral Commission does not bind itself to accept the lowest or any other bid and reserves the right to cancel the whole or in part of the procurement proceeding at any stage.

7 (a) **Address documents may be inspected at and issued from:**

The Procurement Manager,
1st Floor, Malawi Electoral Commission,
Off Chileka Road, Opposite Mwaiwathu Hospital,
Blantyre

Telephone Number: **01 822 033 / 01 821 585**

Fax Number: **01 821 846 / 01 822 146**

E mail address : echilapondwa@yahoo.co.uk and cc chimwemwekamala@ymail.com;
mercynyanda@gmail.com

(b) **Address Bids must be delivered to:**

Attention: The Chairperson, Internal Procurement and Disposal Committee
Ground Floor, Malawi Electoral Commission's Head Office,
Opposite Mwaiwathu Hospital, Off Chileka Road, Blantyre

(c) **Address of Bid Opening:**

Malawi Posts Corporation Conference Centre (MPCCC)
Past Chichiri Shopping Mall

Opposite Blantyre City Civic Offices,
Chichiri,
Blantyre