



MALAWI ELECTORAL COMMISSION

INVITATION TO TENDER

Tender Name and Number : **Provision of Insurance Brokerage Services -
MEC/2017/2018/NCB/016**
: **Supply of Gas Lamps –
MEC/2017/2018/NCB/TPE/017**

Date of Issue : **23rd April, 2018**

1. The **Malawi Electoral Commission (MEC)** is inviting sealed bids for the **Procurement of Insurance Brokerage Services and Gas Lamps** for the 2019 Tripartite Elections as follows:

**A)Provision of Insurance Brokerage Services - Tender Number
MEC/2017/2018/NCB/016**

Lot Number	Description	Quantity	Unit of Measure
1	Provision of Group Personal Accident Life Insurance		
1.1	Provision of One Year Insurance Brokerage Services for Group Personal Accident Policy	255	Each
1.2	Provision of One Year Insurance Brokerage Services for Group Personal Accidents Policy	2798	Each
2	Provision of Business All Risks Insurance Services		
2.1	Provision of One Year Insurance Brokerage Services for ICT Equipment	6206	Each
2.2	Provision for One Year Insurance Brokerage Services for Electronic Devices	549	Each

3	Provision of One Year Insurance Brokerage Services for Motor Vehicles	48	Each
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B)Supply of Gas Lamps - Tender Number MEC/2017/2018/NCB/TPE/017

Lot Number	Description	Quantity	Unit of Measure
1	Supply of Gas Lamps		
1.1	Gas lamps and Cylinders	12000	Set
1.2	Mantle Cloth	14200	Pack

- Bidding will be conducted in accordance with the National Competitive Bidding (NCB) procurement procedures contained in the Government of Malawi's Public Procurement Legal Framework and is open to all eligible bidders.
- Interested Bidder 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, Chasankho House, Off Chileka Road at a Non-Refundable Fee of **MK10,000.00**.
- Closing date for receiving bids is **22nd May, 2018** at **14:00 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, 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, Blantyre** 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**

- Bid Opening shall be held at **Grace Bandawe Conference Centre, Chileka Road, Opposite Phoenix International School, Nyambadwe, Blantyre.**

7. 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.

The Chairperson, Internal Procurement Committee
Malawi Electoral Commission