



Republic of Malawi

## NATIONAL ASSEMBLY

# INVITATION FOR BIDS PROVISION OF SERVICES

1. National Assembly intends to apply part of funds from its approved budget of 2011/12 financial year for the procurement of the following services on a one year framework contract agreement:

NO.	DESCRIPTION	PROCUREMENT REFERENCE NUMBER
1	Office Cleaning Services	NA/PU/5/CLEANING/2011/12
2	Motor Vehicle Insurance Services	NA/PU/5/INSUR/2011/12
3	Laundry Services	NA/PU/5/LAUNDRY/2011/12

2. The National Assembly now invites sealed bids from eligible bidders for the provision of *office cleaning, motor vehicle insurance and laundry services*.
3. Bidding will be conducted in accordance with Open Tender procedures contained in the Public Procurement Act No 8 of 2003 and Public Procurement Regulations, 2004 of the Government of the Republic of Malawi and is open to all eligible bidders.
4. Interested bidders may obtain further information from and inspect the Bidding Documents at the following address:

The Procurement Unit  
National Assembly  
Presidential Way  
Parliament Building - Room # 247  
LILONGWE  
Attention: Daniel D. Kamoto  
Tel: +265 1 776 192

**Fax: +265 1 774 196**

5. A complete set of Bidding Document in English, may be purchased by interested bidders in person upon payment of a non-refundable fee of K2,500.00. The method of payment will be in form of cash or bank certified cheque. The document will be collected upon payment or sent by post by express mail, in which case the applicant will clearly indicate the delivery address and pay an extra MK2,000.00 for postage within Malawi.
6. Bids must be deposited in the Tender Box at the address in paragraph 8(a) below at or before **14:00 hours (local time) on Friday, 11<sup>th</sup> November, 2011**. Electronic bidding will not be permitted and late bids will be rejected.
7. Bids will be opened in the presence of the bidders or their representatives, who choose to attend in person in the Boardroom at the address in paragraph 8(b) below at **14:00 hours (local time) on Friday, 11<sup>th</sup> November, 2011**.
8. The addresses referred to above are:

(a) *Submission of the Bid:*  
**The Chairperson  
Internal Procurement Committee  
National Assembly  
Parliament Building - Information Desk  
Private Bag B362  
LILONGWE 3**

(b) *Opening of the Bids:*  
**National Assembly  
Parliament Building  
Room No. 251  
Presidential Way  
LILONGWE**