



UNIVERSITY OFFICE

INVITATION FOR BIDS

1. The **University of Malawi Central Office** has budgeted funds to be used for the procurement of stationery and other office supplies and now invites sealed bids from eligible bidders for the provision of the same and as follows:

Pro. Ref.	Lot No.	Description	Period
G18-01-01	Lot 1	Supply and Delivery of General Stationery and other Office Consumables(tonners)	One Year
G18-01-01	Lot 2	Supply and delivery of PVC Blank Cards and Print Head	One Year
G18-01-02	Lot 1	Supply and Delivery of Tyres and Batteries	One Year

2. Bidding will be conducted in accordance with open tender procedures contained in the Public Procurement laws and Regulations of the Government of Malawi and is open to all eligible bidders.
3. Interested eligible bidders may obtain further information and inspect the bidding documents at the **Procurement Unit, University Office, along chimbiya road, behind Southern Region Eastern Police Headquarters.**
4. A complete set of bidding documents in English may be purchased by interested bidders **in person** upon payment of a non-refundable fee of **MK5000.00 payable in cash or by bank certified cheque.** The Bid Documents can be purchased from **the cashier in Finance Department.**
5. Sealed Bids clearly marked **“Tender for Supply and Delivery of Stationery and Other Office Supplies or Tender for supply and delivery of Tyres and Batteries with appropriate Procurement Reference Number”** must be addressed to: **The Chairperson, Internal Procurement Committee, University of Malawi Central Office, Post Office Box 278, Zomba.** The sealed Bids must be deposited in the **TENDER BOX** at **University of Malawi Central Office Reception, Zomba not later than 14:30 Hrs on Tuesday 20th February, 2018.** Tenders must be recorded with the receptionist when deposited in the tender box. Late bids shall be rejected.

6. The bids will be opened on **the same date 20th February, 2018 at 14:30 Hrs in University Office Board Room, Chimbiya Road, Zomba**. Bidders or their representatives are free to attend the function.
7. The University of Malawi Central Office reserves the right to reject any or/and all bids and is not bound to accept the lowest or/and any bidder.