

ELECTRICITY SUPPLY CORPORATION OF MALAWI LTD



INVITATION FOR BIDS (IFB)

FOR

**SUPPLY AND DELIVERY CALENDARS, NOTEBOOKS / DIARIES, CARD HOLDERS
AND BUSINESS CARDS BY NATIONAL COMPETITIVE BIDDING**

MSME TARGET GROUP: SMALL AND MEDIUM ENTERPRISES

PROCUREMENT NO ESC 015/NCB/G/FY2022-23

DATE OF ISSUE 1ST OCTOBER 2022

1. The Electricity Supply Corporation of Malawi Limited has budgeted funds to be used for the **Supply and Delivery Calendars, Notebooks / Diaries, Card Holders and Business Cards**. The Corporation now invites sealed bids from eligible bidders in for the supply and delivery of the goods.
2. Bidding will be conducted in accordance to **National Competitive Bidding (NCB)** procedures specified in the Malawi Public Procurement Act, 2003.
3. Interested eligible bidders may obtain further information and inspect the Bidding Documents from ESCOM's Procurement Division at the address given in paragraph 7(a) below from **08:00 to 12:00 hours, 13:00 to 16:00 hours** local time (**Monday to Friday**) except national public holidays.
4. A complete set of Bidding Documents in English language may be purchased by interested bidders at the address given in paragraph 7(b) below upon payment of a non-refundable fee of **MK5,000.00**. The method of payment will be cash or bank certified cheque. The document may be collected by the bidder the address given in paragraph 7(a) below.
5. Bids must be delivered in the Tender Box at address at 7(c) below on or before **3rd November 2022** at **10.00am** local time. Electronic bidding will not be permitted and Late Bids will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the

address the address given in paragraph 7(d) below on **3rd November 2022** at **10.30am** local time.

6. Bids must be accompanied by a Bid Security as specified in particular Bidding Documents. The Bid Security must be in form of a Bank Certified Cheque or Bank Guarantee issued by a reputable bank or a Bid Securing Declaration Form if the Bidder is 100% owned by Malawian Nationals.
7. The address for inspection, purchase, issue, submission and opening of bids are as follows:
 - (a) Address where Bids will be inspected and issued from:
ESCOM House Annex Building
Second Floor
Procurement and Disposal Division
9 Haile Selassie Road, P.O. Box 2047
BLANTYRE
 - (b) Address where Bids will be purchased:
Accounts Office
ESCOM
Umoyo House, Third Floor
Victoria Avenue
BLANTYRE
 - (c) Address where Bids will be deposited:
ESCOM House Annex Building
Tender Box situated at IT Reception
9 Haile Selassie Road, P.O. Box 2047
BLANTYRE
 - (d) Address where Bid Opening will take place:
Procurement and Disposal Office
ESCOM House Annex Building
9 Haile Selassie Road, P.O. Box 2047
BLANTYRE