



## MALAWI INSTITUTE OF MANAGEMENT (MIM)

### INVITATION FOR BIDS (IFB) FOR THE PROVISION OF SERVICES

#### BY NATIONAL COMPETITIVE BIDDING (NCB)

1. The Malawi Institute of Management invites sealed bids from eligible bidders for **the Provision of Catering, Housekeeping, Transportation, Cleaning, Security, Landscaping, Legal, Insurance, and Courier Services** for the financial year 2018/2019 as indicated below:-

Lot	Description	Reference Number	Delivery Period
1	Catering Services	MIM/CATERING SERVICES/6/18	12 Months
2	Housekeeping Services	MIM/HOUSEKEEPING SERVICES/6/18	12 Months
3	Transportation Services	MIM/TRANSPORTATION SERVICES/6/18	12 Months
4	Cleaning Services	MIM/CLEANING SERVICES/6/18	12 Months
5	Security Services	MIM/SECURTIY SERVICES/6/18	12 Months
6	Landscaping Services	MIM/LANDSCAPING SERVICES/6/18	12 Months
7	Legal Services	MIM/LEGAL SERVICES/6/18	12 Months
8	Insurance Services	MIM/INSURANCE SERVICES/6/18	12 Months
9	Courier Services	MIM/COURIER SERVICES/6/18	12 Months

2. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement and Disposal Act 2017 and Regulations of the Government of the Republic of Malawi and is open to all eligible bidders.
3. Interested eligible bidders may obtain further information from **The IPDC Chairperson, Malawi Institute of Management, Kanengo Campus, P. O. Box 30801, Lilongwe** and inspect Bidding Documents

at the address given below (8a) from **08:00 hours to 16:00 hours** local time from Monday to Friday except on public holidays.

4. A complete set of Bidding Documents in English may be obtained by interested bidders upon payment of a non-refundable fee of **K5, 000.00**. The method of payment is strictly cash or bank certified cheque. The document will have to be collected in person and no liability will be accepted for loss or late delivery.
5. Bids must be delivered to the address below at 8(a) at or before **14:00 hours** local time on **8<sup>th</sup> June, 2018**. All bids must be accompanied by a Bid security of **K100, 000.00** in Malawi Kwacha or Bid Securing Declaration Form. Bids will be opened in the presence of bidders and/or their representatives and members of the general public who choose to attend the opening of the bids at **14:00 hours** local time on **8<sup>th</sup> June, 2018**.
6. The address for inspection and purchasing of the Bids is:

**Procurement Office  
Malawi Institute of Management  
P. O. Box 30801  
LILONGWE 3.**

7. It is the responsibility of each bidder to ensure that bids are submitted in accordance with **“Instruction to bidder”** in the Bidding Documents as non-compliance to the instructions will lead to disqualification and rejection of the bid.
8. Bids in sealed envelopes clearly marked with the appropriate tender descriptions should be deposited in a Tender Box placed at the Malawi Institute of Management Reception.

The address for delivery and submission of Bids is:

**The Chairperson  
Internal Procurement and Disposal Committee  
Malawi Institute of Management  
P. O. Box 30801  
LILONGWE 3.**

9. Bids shall be valid for a period of **90 days**.

10. Malawi Institute of Management does not bind itself to accept the lowest or any tender, but reserves the right to exercise choice of the economically advantageous tender.