



RESERVE BANK OF MALAWI

INVITATION TO BID (ITB)

PROCUREMENT OF MOTOR VEHICLES

NATIONAL COMPETITIVE BIDDING

*Procurement Reference number: **RBM/ADMIN/04/2020***

1. The Reserve Bank of Malawi (the Bank) intends to procure motor vehicles and now invites sealed bids from eligible bidders for the supply and delivery of the motor vehicles as follows:

Lot No.	Description	Quantity	Unit of Measure	Delivery Period
1	30 seater minibus	1	Each	4 -6 weeks
	16 seater Minibus, High Roof	1	Each	4-6 weeks
2	4 X4 Double Cab Pickup	2	Each	4 -6 weeks
3	7 Seater SUV 4WD	2	Each	4 -6 weeks
4	4X4 Station Wagon	1	Each	4- 6 weeks

2. Bidding will be conducted through National Competitive Bidding (NCB) specified in accordance with the open tender bidding procedures contained in the Government of Malawi's Public Procurement and Disposal of Assets Act 2017, and is open to all interested.

3. Eligible interested bidders may obtain further information and inspect the Bidding Documents from the Procurement Division at the address shown in 6(a) below from **08:00 to 11:30** and **14:00 to 16:00** hours from Monday to Friday, except public holidays.
4. A complete set of Bidding Documents in English may be purchased by interested bidders from the address shown in 6 (a) below and upon payment of a non-refundable fee of **MK 5,000.00**, between 8:00 am to 11:00 am from Monday to Friday except on public holidays. The method of payment will be cash or bank certified cheque deposited at the Reserve Bank counters. Interested bidders may bid for one or more lots. However, each lot must be charged separately as the award of contract(s) will be based per lot. Incomplete lots and bids without Bid Securing Declaration shall be rejected.
5. Bids clearly marked; ***“Tenders for Motor Vehicles”*** should be delivered to the address shown in 6 (b) below on or before **Wednesday, 18 March, 2020 at 10:00am**. Bids will be opened in the presence of the bidders’ representatives who may choose to attend at the address shown in 6 (c) below on **Wednesday, 18 March, 2020 at 10:00am**.

- 6 (a) Address for inspection, clarification, payment and collection:

The Reserve Bank of Malawi
Convention Drive,
Business Reception,
Lilongwe

- (b) Address for submission:

The Chairperson,
RBM Internal Procurement
Committee,
P.O Box 30063,
Lilongwe,
Malawi.

Or

Should be deposited in a Tender Box marked; “*Tenders for Motor vehicles,*” placed at the Bank’s business reception at the Head Office.

- (c) Address for Opening: Reserve Bank of Malawi,
Convention Drive,
Floor 5, Auditorium,
Lilongwe,
Malawi.

Chairperson

RBM Internal Procurement and Disposal Committee