



RESERVE BANK OF MALAWI

INVITATION FOR BIDS (IFB)

PROCUREMENT OF SUPPLY, DELIVERY AND INSTALLATION OF PABX MACHINE

*Procurement Reference number: **RBM/ ADFM/PABX/11***

1. The Reserve Bank of Malawi (the Bank) invites sealed bids from eligible bidders for the supply, delivery and installation of the PABX Machine.
2. Bidding will be conducted in accordance with the open tender bidding procedures contained in the Government of Malawi's Public Procurement Act 2003, and is open to all interested bidders.
3. Eligible interested bidders may obtain further information from **the Director, Administration in Lilongwe on Telephone numbers; 01770600 Extension Number 4201.**
4. A complete set of Bidding Documents in English may be inspected and purchased by interested bidders from the address shown in 6 (a) below and upon payment of a non-refundable fee of **MK 2,000.00** between 9:00am to 11:30 am. The method of payment will be cash.
5. Bids clearly marked; ***"Tenders for the supply, delivery and installation of PABX Machine"*** should be delivered to the address shown in 6 (b) below on or before **9th November, 2011, at 15:00 Hours.** Bids should be accompanied by a Bid Securing Declaration Form. Late bids shall be rejected. 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 **9th November, 2011, at 15:00 Hours.**

6 (a) Documents will be issued from:

The Reserve Bank of Malawi
Convention Drive,
Floor 5, Auditorium,
Lilongwe

(b) Bids must be sent to:

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

Should be deposited in a Tender Box marked; ***“Tenders for the supply, delivery and installation of PABX Machine,”*** placed at the Bank’s reception at the Head Office.

(c) Bid Opening:

Reserve Bank of Malawi,
Convention Drive,
Floor 5, Auditorium,
Lilongwe,
Malawi.

The Bank reserves the right to accept or reject any bid.