



RESERVE BANK OF MALAWI

INVITATION FOR BIDS (IFB)

PROCUREMENT OF CALENDARS AND DIARIES FOR 2021

Procurement Reference number: RBM/ PR/001/20

1. The Reserve Bank of Malawi (the Bank) intends to procure calendars and diaries for 2021 as follows:

Lot No	Description	Qty	Delivery Period
1	Wall Calendars	2680	6 weeks
	Desk Calendars	1741	6 weeks
2	Diaries – A5	1800	6 weeks
	Diaries – Pocket	350	6 weeks

2. The Bank therefore invites sealed bids from eligible bidders for the supply and delivery of calendars and diaries.
3. Bidding will be conducted in accordance with the Open Tender bidding procedures as contained in the Public Procurement Act 2017, of the Government of Malawi and is open to all interested bidders.
4. Interested eligible bidders may obtain further information and inspect the bidding documents at the address given in 7(a) below from 08.00 hours to

11.30 hours and 13.30 hours to 16.00 hours from Monday to Friday, except public holidays.

5. A complete set of Bidding Document in English may be purchased by interested bidders from the address shown in 7(a) below and upon payment of a non-refundable fee of **MK5,000.00** between 9:00 am and 11:30 am. The method of payment will be cash or bank certified cheque.
6. Bids clearly marked; ***“Supply and Delivery of 2021 Calendars and Diaries”*** should be delivered to the address shown in **7 (b)** below on or before Tuesday **8 September**, at **10:00 Hours**. 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 **7 (c)** below on **8 September, 2020** at **10:10 Hours**.
7. (a) Address for inspection and issuing of bidding documents:

The Procurement Division
Reserve Bank of Malawi
Convention Drive,
Lilongwe

(b) Address for submission of bids:

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

Or

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

(c) Address for Bid Opening:

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

Chairperson
RBM Internal Procurement and Disposal Committee