



PROCUREMENT NOTICE

INVITATION TO TENDER FOR PROVISION OF INSURANCE SERVICES

1. **Background:** Technical, Entrepreneurial and Vocational Education and Training (TEVET) Authority is a regulatory body that was established in 1999 by an Act of Parliament with the mandate to promote and facilitate sustainable provision of quality technical, entrepreneurial and vocational education and training for the Malawian workforce in a socially responsible manner.
2. The TEVET Authority has budgeted funds for the procurement of Insurance Services for 2026/27 - 2027/28 Financial Years as follows:

LOT NO.	TYPE OF SERVICE	PROCUREMENT REF. NO.	PROCUREMENT METHOD
1	Insurance Services	TEVETA/IPDC/26/27-03	National Competitive Bidding

3. The TEVET Authority now invites sealed bids from eligible and qualified bidders for the provision of Insurance Services. Bidding will be conducted in accordance with National Competitive Bidding (NCB) procedures contained in the Public Procurement and Disposal of Assets Act (2025) and Procurement Regulations of the Government of the Republic of Malawi and is open to all prospective bidders.

4. Interested eligible bidders may obtain further information from **TEVETA, Procurement and Disposal Unit, P/ Bag B406, Lilongwe 3.**
5. Interested eligible bidders will collect a complete set of English Bidding Documents upon depositing **a non- refundable fee of MK 20,000.00** into TEVETA's National Bank Account Number **1007028802.** **Bidders will be issued with a Receipt after presenting the deposit Slip** to the cashier, Finance Office, First Floor at TEVET Authority Offices, City Centre, Lilongwe. Thereafter collect the Bidding Documents from the Procurement and Disposal Unit (PDU) on the ground Floor.
6. The sealed bids clearly marked with the Procurement Reference Number should be addressed to:

**The Chairperson,
Internal Procurement and Disposal Committee,
TEVETA,
Private Bag B406,
Lilongwe 3.**

The Bids shall be deposited in the Tender Box in the Procurement and Disposal Unit, in TEVETA House, Ground Floor, City Centre Lilongwe, not later than **10:30 AM, 27th March 2026**

7. The bids will be opened on the same date **27th March 2026 at 10:00 AM** in the TEVET Authority Secretariat Boardroom, City Centre in Lilongwe. Bidders or their representatives and even the general public are free to attend the opening function. **All late bids will be rejected.**
8. TEVETA is not bound to accept the lowest or any bid.