



**INVITATION TO BID (ITB) FOR SUPPLY, DELIVERY AND INSTALLATION  
OF DESKTOP COMPUTERS AND MULTIPURPOSE PRINTERS FOR  
SELECTED COMMUNITY TECHNICAL COLLEGES (CTCs) AND  
COMMUNITY SKILLS DEVELOPMENT CENTERS (CSDCs) TO FACILITATE  
TEACHING AND LEARNING**

**PROCUREMENT REFERENCE NUMBER: TEVETA/IPDC/NCB/2025/002**

**DATE OF ISSUE: FRIDAY, 24<sup>TH</sup> JANUARY 2025**

1. The TEVET Authority has budgeted public funds to be used for the procurement of the Desktop Computers and Printer and copiers and now invites sealed bids from eligible bidders for the following:

**LOT 1:**

<b>Item Number</b>	<b>Description of Goods and Related Service</b>	<b>Quantity</b>	<b>Duration</b>
1.	Desktop Computer (pre-installed with Auto CAD Software)	220	3 – 4 weeks

**LOT 2:**

<b>Item Number</b>	<b>Description of Goods and Related Service</b>	<b>Quantity</b>	<b>Duration</b>
1	Multipurpose Printers	20	3 – 4 weeks

2. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement and Disposal of Assets Act (2017) and Public Procurement Regulations (2020) of the Government of the Republic of Malawi and is open to all bidders in Malawi.
3. Interested eligible bidders may obtain further information from TEVETA and inspect the bidding documents at the address given below at 6(a) from **07:30 am to 4:30 pm from Monday to Friday.**
4. A complete set of Bidding Documents in English may be purchased by interested bidders at 6(b) below upon payment of a non-refundable fee of **Ten Thousand Kwacha (MWK10,000.00)**. The method of payment will be cash.
5. Sealed bids clearly marked on the outer envelope with Bid Description and Procurement Reference Number must be deposited in the Tender Box at the address indicated at 6(c) below at or before **10:00 am on Monday, 24<sup>th</sup> February 2025**. **All bids must be accompanied by a bid declaration of the bidder's total offered price in Malawi Kwacha.** Late bids shall be rejected and returned to the bidder unopened. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 6(d) at **10:05 am on Monday, 24<sup>th</sup> February 2025**.

6 (a) Address documents may be inspected and issued:  
**Procurement and Asset Disposal Unit**  
**TEVETA**  
**Corner African Unity Road/Independence Drive**  
**Private Bag B406**  
**LILONGWE**

(b) Address payment will be made:  
**Senior Accountant's Office**  
**TEVETA**  
**Corner African Unity Road/Independence Drive**  
**Private Bag B406**  
**LILONGWE**

(c) Address for submission of Bids:  
**Procurement and Disposal Unit**  
**TEVETA**  
**Corner African Unity Road/Independence Drive**  
**Private Bag B406**  
**LILONGWE**

- (d) Address for opening of Bids:  
**TEVETA Boardroom**  
**TEVETA Secretariat**  
**Corner African Unity Road/Independence Drive**  
**LILONGWE**