



**INVITATION FOR BID
NATIONAL COMPETITIVE BIDDING**

May 2022

Foreword

This bidding document has been prepared by *Ministry of Local Government and Rural Development* and is based on the standard procurement document for national competitive bidding issued by IFAD on www.ifad.org/project-procurement. This bidding document is to be used for the procurement of goods and related services using the national competitive bidding method in accordance with the IFAD Project Procurement Guidelines and the IFAD Procurement Handbook for projects financed by IFAD.

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NATIONAL COMPETITIVE BIDDING (ONE-ENVELOPE BIDDING PROCESS)

Country: MALAWI

Name of Project: TRANSFORMING AGRICULTURE THROUGH DIVERSIFICATION AND ENTREPRENEURSHIP (TRADE) PROGRAMME

Procurement Title: Procurement of Office Furniture

Reference No. TRADE/GOODS/FURN02/22/23

1. The Government of Malawi *has received* financing from the International Fund for Agricultural Development (IFAD) towards the cost of Transforming Agriculture Through Diversification and Entrepreneurship (TRADE) Programme and intends to apply part of the proceeds for the procurement of ICT Equipment.

The use of any IFAD financing shall be subject to IFAD's approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD's rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with Transforming Agriculture Through Diversification and Entrepreneurship (TRADE) Programme.

This Invitation for Bids (IFB) follows the general procurement notice that appeared on the IFAD website on 17th March, 2022, TRADE Website on 17th March, 2022 and in the Nation and Daily Times newspaper on 17th March, 2022.

2. The TRADE Programme Management Unit now invites sealed bids from eligible and qualified bidders for the supply and delivery of Office Furniture as follows:

Lot #	Description of Goods or Related Service	QTY	Delivery Period	Location
1	Office Desks	15	6 Weeks	TRADE Offices, Lilongwe

2	Office Chairs	15	6 Weeks	TRADE Offices, Lilongwe
3	Book Shelves	15	6 Weeks	TRADE Offices, Lilongwe
4	Visitors Chairs	15	6 Weeks	TRADE Offices, Lilongwe

3. Bidding will be conducted through National Competitive Bidding (NCB) procedures specified in accordance with the Public Procurement Law and Regulations of the Government of the Republic of Malawi and IFAD Procurement Guidelines.
4. Interested eligible bidders may obtain further information from TRADE's Procurement Unit at the address indicated below from 08:00hrs - 12:00hrs, 13:00hrs - 16:00hrs local time (Monday to Friday, except National Public Holidays)
5. A complete set of bidding document in English language shall be obtained from TRADE's Procurement Unit upon payment of a non-refundable fee of K5,000.00 or equivalent. The method of payment will be cash or bank certified cheque.
6. Bids must be delivered to the address at 7b On or before 27th June, 2022, 14hrs local time. Electronic bidding will not be permitted. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at paragraph 7d on 27th June, 2022, at 14:00hrs local time. All bids must be accompanied by a Bid Securing Declaration Form.
7. The address(es) referred to above are as follows:

a) For Clarifications, Inspection and collection of documents:

The Procurement and Contracts Specialist.

TRADE Programme

Area 9/328

Multi Choice Street

P.O Box 2135

Lilongwe

Malawi

tisungeni@tradeprogramme.org

b) For Submission of Bids

Internal Procurement and Disposal Committee

TRADE Programme (Tender Box)

Area 9/328

Multi Choice Street

P.O Box 2135

Lilongwe

Malawi

c) For Payment of Non-Refundable Fee

TRADE Programme (Financial Management Specialist Office)

Area 9/328

Multi Choice Street

P.O Box 2135

Lilongwe

Malawi

d) For Opening of Bids

TRADE Programme Offices

Area 9/328

Multi Choice Street

P.O Box 2135

Lilongwe

Malawi



P.O. Box 2135, Lilongwe, Malawi



www.tradeprogramme.org



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Plot # 9/328, Off Mchinji Road



JLIFAD

