

PROCUREMENT NOTICE



INVITATION FOR BIDS (IFB)

1. The National AIDS Commission (NAC) guided by the HIV and AIDS (Prevention and Management) Act 2018 is responsible for provision of leadership, technical guidance, and coordination of the National Response to HIV and AIDS in Malawi. The broad objectives of the Commission are to (i) provide leadership and enhance management and administrative systems to support implementation of the National HIV and AIDS Strategic Plan (NSP); (ii) Strengthen multi-sectoral and multi-disciplinary coordination and implementation of HIV and AIDS Programs and (iii) Strengthen monitoring and evaluation of the national response to HIV and AIDS.
2. NAC has received a grant from Centre for Diseases Control (CDC) within the Procuring and Disposal Entity's budget for the 2021-2022 financial year to be used for the procurement of ICT equipment to support the project.
3. The National AIDS Commission now invites sealed bids from eligible bidders for the procurement of the following:

NO.	DESCRIPTION	PROCUREMENT REFERENCE NUMBER	DURATION OF THE CONTRACT
1	Supply and Delivery of ICT equipment for CDC Project LOT 1: 3 LAPTOPS LOT 2: 34 LAPTOPS LOT 3: All in one Desktops LOT 4: 37 Laptops Bags LOT 5: 3 IN 1 Printers LOT 6: ICT Accessories	NAC/2021/CDC/NCB/G/01)	One (1) Week/ 7 working days

4. Bidding will be conducted in accordance with the National Competitive Bidding (NCB) procedures contained in the Public Procurement and Disposal of Assets Act (2017) of the Government of the Republic of Malawi and is open to all bidders from eligible source countries
5. Interested eligible bidders may obtain further information from the National AIDS Commission and inspect the Bidding Documents at the address given in paragraph 7(a) below **from 08:00 to 12:00 hours and 13:00 to 16:30 hours from Monday to Friday, excluding public holidays.**

6. A complete set of Bidding Documents in English may be purchased by interested bidders on request at the address in 7(b) below and upon payment of a non-refundable fee of **Five Thousand Kwacha only (MK5, 000.00)**. The method of payment will be Cash or Bank Certified Cheque.
7. Bids must be deposited in the Tender Box at the address in paragraph 7(c) below at or before **14:00 hours (local time) on Monday, 13th September 2021**. Late bids shall be rejected. Bids shall be opened at the address in 7(d) below at **14:00 hours (local time)**. The addresses referred to above are:

- (a) Inspection of Bidding Documents and further Clarification

**The Procurement and Disposal Division
National AIDS Commission (NAC)
CP Properties House; Plot No. 47/1/1185, Area 47 Sector 1
Off Mchinji Road, Behind Automotive Products
P. O. Box 30622, Lilongwe 3, MALAWI**

**Attention: Head of Procurement
Tel: +265 01 76 20 36/+265 999 492014/+265 999 612 529
Email: procurement@aidsmalawi.org.mw**

- (b) Purchase of Bidding Documents

**Accounts Office
National AIDS Commission (NAC)
CP Properties House on Plot No. 47/1185
Off Mchinji Road, Behind Automotive Products Limited
P.O box 30622
Lilongwe 3
Malawi.**

- (c) Submission of Bidding Documents

**The IPDC Chairperson
National AIDS Commission (NAC)-Reception (Ground Floor)
CP Properties House on Plot No. 47/1185
Off Mchinji Road, Behind Automotive Products Limited
P.O box 30622
Lilongwe 3
Malawi.**

- (d) Opening of Bidding Documents

**National AIDS Commission (NAC)- Ground Floor, Main Conference Room
CP Properties House on Plot No. 47/1185
P.O box 30622
Lilongwe 3
Malawi.**