

# 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 Programmes and (iii) Strengthen monitoring and evaluation of the national response to HIV and AIDS.
2. NAC, has funds within the Procuring and Disposal Entity's budget for the 2021-2022 financial year to be used towards the cost of procuring non - consulting services for the provision of dis-infection services to the National AIDS Commission.
3. The National AIDS Commission now invites sealed bids from eligible bidders for the procurement of the following:

| N<br>O. | DESCRIPTION   | PROCUREMENT REFERENCE<br>NUMBER                  | DURATION OF THE<br>CONTRACT |
|---------|---|--|-----------------------------|
| 1       | Provision of Dis-infection Services to National AIDS Commission (NAC) | NAC/2022/ADM/NCB/NCS/01<br>(Framework Agreement) | 12 months                   |

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 **access the Bidding Documents free of charge on NAC Website or through the email address** given in paragraph 7(a) below
6. A complete set of Bidding Documents in English may be accessed by interested bidders on request at the address in 7(b) below.
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 Friday, 13<sup>th</sup> August 2021. All bids must be accompanied by a duly signed Bid Securing Declaration on the Bidders letterhead in**

**the format provided in the bidding document.** Late bids shall be rejected. Bids shall be opened at the address in 7(d) below at **14:00 hours (local time) on Friday, 13<sup>th</sup> August 2021.** The addresses referred to above are:

- (a) Inspection of Bidding Documents

**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; Fax: +265 01 76 10 08  
Email: [procurement@aidsmalawi.org.mw](mailto:procurement@aidsmalawi.org.mw)  
Website: [www.aidsmalawi.org.mw](http://www.aidsmalawi.org.mw)**

- (b) Access to the Bidding Documents

**The Acting Chief Executive Officer  
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.**

**Attention: Head of Procurement  
Telephone: +265 (0) 1 76 2039/ +265 (0) 1 762036**

**Email: [procurement@aidsmalawi.org.mw](mailto:procurement@aidsmalawi.org.mw)  
Website: [www.aidsmalawi.org.mw](http://www.aidsmalawi.org.mw)**

- (c) Submission of Bidding Documents

**The IPDC Chairperson  
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.  
Ground Floor (Tender Box)**

- (d) Opening of Bidding Documents

**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.  
Ground Floor, Main Conference Room**