



MALAWI LEGAL AID BUREAU

INVITATION FOR BIDS FOR SUPPLY AND DELIVERY OF MOTOR VEHICLES

Date of Issue: 1ST AUGUST,2025

1. Malawi Legal Aid Bureau has budgeted funds towards procurement of under listed goods and related services. The Bureau now invites sealed bids from eligible bidders for delivery of goods and services as follows:

Brief Description	Procurement Reference number	Delivery Point
Supply and Delivery of Four SUV Motor Vehicles	LL/LAB/NCB/MV/25/2/D	Malawi Legal Aid Bureau Head Office - Lilongwe

2. The Chairperson of the Internal Procurement and Disposal Committee now invites sealed bids from eligible bidders for the provision of the above goods and services
3. Bidding will be conducted in accordance with the open tender bidding procedures contained in the Government of Malawi's Public Procurement Act 2025, and is open to all bidders from eligible suppliers within Malawi.
4. Interested and eligible bidders may obtain further information and inspect the bidding documents from the Procurement Unit at the address given below at 6(a) from 08:00-16:30 hours every day except Fridays, public holidays and weekends.
5. A complete set of bidding documents in English may be purchased by interested bidders from the address shown at 6(a) below and upon payment of a non-refundable fee of **MK35,000.00**. The method of payment will be **cash**.
6. Bids must be delivered to the address shown at 6(b) below, before **2pm** Malawi time on **Thursday, 28th August, 2025**. All bids must be accompanied by a bid security or a signed bid securing declaration form. Late bids shall be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address shown at 6 (b)

(a) For clarification of Bidding document

Attention: Procurement Officer

Malawi Legal Aid Bureau

1st Floor Shire Building

Off Paul Kagame Road

P.O Box 675

LILONGWE

Phone No: +265 999 75 42 820

Email: luislungu25@gmail.com / vlungu@legalaidbureau.org

(b) For submission of Bids

The Chairperson

Internal Procurement and Disposal Committee

Malawi Legal Aid Bureau

1st Floor Shire Building

Off Paul Kagame Road

P.O Box 675

Lilongwe

7. Malawi Legal Aid Bureau is not bound in any way to accept the lowest or any bid but reserves the right to exercise choice of the lowest evaluated, substantially responsive bid.

Note: Procurement Proceeding may be cancelled at any stage.