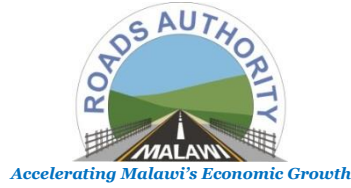


# Republic of Malawi



## The Roads Authority

### INVITATION FOR BIDS FOR PROVISION OF NON-CONSULTANCY SERVICES National Competitive Bidding (NCB)

No.	Procurement Name	Procurement Reference No.
1	Provision of Office Cleaning and Landscape Management Services	RA/ADM/C& L/2022-23/01
2	Provision of Security and Alarm Services	RA/ADM/SECURITY/2022-23/01

1. The Roads Authority (RA) has budgeted public funds to be used for the procurement of the above-referenced services and now invites sealed bids from eligible bidders for the provision of Office Cleaning and Landscape Management Services and Provision of Security and Alarm Services. The successful bidders shall be required to provide services at all the five different RA premises as follows.
  - i) Roads Authority Headquarters in Lilongwe
  - ii) Roads Authority Headquarters Annex in Lilongwe
  - iii) Roads Authority Regional Office in Mzuzu
  - iv) Roads Authority Regional Office in Lilongwe
  - v) Roads Authority Regional Office in Blantyre
  - vi) Road Construction Site Camp in Chikwawa District (Provision of Security Services only)

The Office Cleaning and Landscape Management and the provision of security and alarm services contracts shall run for one year and shall be renewed annually for a maximum of three years depending on satisfactory performance of the service provider and availability of funds.

2. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement and Disposal Act (2017) and Public Procurement and Disposal Regulations (2020) of the Government of the Republic of Malawi and is open to all eligible bidders.

3. Interested eligible bidders may obtain further information from the Procurement Manager, Roads Authority Headquarters, P/Bag B346, Lilongwe, Email: [ipc@ra.org.mw](mailto:ipc@ra.org.mw) Tel.: 265 (0) 1 753 699 and inspect the bidding documents at the address given in paragraph 8 below from **8:00am to 4:30pm starting from Monday, 6<sup>th</sup> February, 2023.**
4. The Roads Authority shall hold a **pre-bid meeting on Wednesday, 15<sup>th</sup> February, 2023** at 10:00am at the Roads Authority Headquarters in Lilongwe.
5. A complete set of Bidding Documents in English may be purchased by interested bidders upon payment of a non-refundable fee of **MK5,000.00. The method of payment will be bank deposit at the NBS Bank account indicated in paragraph 7 below. The bank deposit should be cash or bank certified cheque.**
6. Bids must be delivered in sealed envelopes clearly marked “Cleaning and Landscape Services Bid” or “Security and Alarm services” to the address in paragraph 8 below at or before **10:00am on Wednesday, 8<sup>th</sup> March, 2023. All bids must be accompanied by a 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 in paragraph 8 at **10:30am on 8<sup>th</sup> March, 2023.**
7. The bank account where payment for bidding documents shall be deposited to is:  
**NBS Bank, Capital City Service Centre**  
**Account Name: Roads Authority**  
**Account number: 20991453**  
**No cash payment shall be accepted at the Roads Authority Headquarters**
8. The address where documents may be inspected at, issued from and where bids must be delivered at is:  
The IPDC Chairperson  
Roads Authority  
Functional Building  
Off Paul Kagame Road  
Private Bag B346  
Lilongwe 3