



RE-ADVERTISEMENT

INVITATION FOR BIDS

NATIONAL COMPETITIVE BIDDING

PROCUREMENT OF INSURANCE SERVICES

PROCUREMENT REFERENCE No: MHC/2025-2027/INSURANCE SERVICES/2

Date of Issue of Bidding Document: 31st March 2025

1. Malawi Housing Corporation has budgeted funds for the procurement of Insurance Services for the period 2025-2027.
2. The Chairperson of the Internal Procurement and Disposal Committee now invites sealed Bids from interested and eligible Bidders to submit them.
3. Bidding shall be conducted in accordance with the Open Tendering procedures (National Competitive Bidding) contained in the Malawi Public Procurement and Disposal of Assets Act (2017) and Regulations, and is open to all eligible Bidders.
4. A complete set of Bidding Documents, in English, may be purchased by the interested Bidders upon depositing a Non-Refundable Fee of **K 20,000.00** with National Bank of Malawi, by filling a Malawi Housing Corporation Deposit Slip, as detailed below:

Account Name: Malawi Housing Corporation

Bank: National Bank of Malawi

Branch: Chichiri

Account Type: Current

Account Description: Other Payments (Tenders)

Account Number: 1000930567

5. Bidding Documents shall only be collected from the Procurement and Disposal Unit on presentation of the Deposit Slips at the address in Paragraph (8.1) below from 08:00 AM to 16:00 PM, from Monday to Friday.
6. Bids shall be submitted in one sealed envelope (marked with a Description of the Procurement Activity and its Procurement Reference Number) and be deposited in the **TENDER BOX** located at the Malawi Housing Corporation Head Office, Area 6 in Lilongwe upon full completion.
7. Closing date for Bid Submission is **Tuesday, 29th April 2025 at 14:00 Hours**. Bids will be immediately opened on **29th April 2025 at 14:00 Hours**, in the Malawi Housing Corporation Head Office Board Room, Area 6, Lilongwe, in the presence of the Bidders or their Representatives who choose to attend. All Bids must be accompanied by the filled and signed **Bid Submission Sheet, Bid Securing Declaration and Beneficial Ownership Disclosure Forms**.
8. **Addresses for inspection, collection, clarification and submission of Bids:**
 - 8.1 Address for inspection, collection and clarification:

Procurement and Disposal Unit,

Malawi Housing Corporation,

P O Box 414,

Lilongwe.

8.2 Address for Bid submission:

The Chairperson,

Internal Procurement and Disposal Committee,

Malawi Housing Corporation,

P O Box 414,

Lilongwe.