



RESERVE BANK OF MALAWI

TENDERS FOR THE PROVISION OF CATERING SERVICES AT THE RESERVE BANK OF MALAWI

Procurement Reference number: **RBM/ HR/002/11**

1. The Reserve Bank of Malawi (the Bank) invites sealed bids from eligible bidders for the provision of catering services as follows:

| Lot No | Location |
|---------------|----------------------------|
| Lot No. 1 | Head Office - Lilongwe |
| Lot No. 2 | Blantyre Branch - Blantyre |

2. Bidding will be conducted in accordance with the open tender bidding procedures contained in the Government of Malawi's Public Procurement Act 2003, and is open to all interested bidders.
3. Eligible interested bidders may obtain further information from **the Director, Administration in Lilongwe Telephone number: 01770600 Extension 4201** or **Director, Branch Management Telephone number: 01820299 Extension 5200.**
4. A complete set of Bidding Documents in English may be inspected and purchased by interested bidders from the address shown in 6 (a) below and upon payment of

a non-refundable fee of **MK 2,000.00** between 9:00am to 11:00 am during working days. The method of payment will be cash or bank certified cheque. Inspection of the premises will be done on 2nd and 4th November, 2011 in Blantyre and Lilongwe respectively from 10:00 am at both locations.

5. Bids clearly marked; *“Tenders for the provision of catering services at the Reserve Bank of Malawi”* should be delivered to the address shown in 6 (b) below on or before **18th November, 2011, at 15:00 Hours**. Bids should be accompanied by Bid Securing Declaration Form. Late bids shall be rejected. Bids will be opened in the presence of the bidders’ representatives who may choose to attend at the address shown in 6 (c) below on **18th November, 2011, at 15:00 Hours**. Bidders should clearly indicate location: Blantyre or Lilongwe. Bidders may bid for one or both locations. Please ensure that each location is charged separately.

6 (a) Documents will be issued from: The Reserve Bank of Malawi
 Convention Drive,
 Floor 5, Auditorium,
 Lilongwe

(b) Bids must be sent to: The Chairperson,
 RBM Internal Procurement Committee,
 P.O Box 30063,
 Lilongwe,
 Malawi.

Or

Should be deposited in a Tender Box marked; *“Tenders for the provision of catering services,”* placed at the Bank’s reception at the Head Office.

(c) Bid Opening:

Reserve Bank of Malawi,
Convention Drive,
Floor 5, Auditorium,
Lilongwe,
Malawi.

The Bank reserves the right to accept or reject any bid.