



OUR TOBACCO OUR ECONOMY

PROCUREMENT OF MOTOR VEHICLES

BY NATIONAL COMPETITIVE BIDDING (NCB)

Date of Issue: 15th April, 2026

1. The Tobacco Commission has allocated funds in its 2025/2026 budget and intends to use part of these resources towards the procurement and delivery of four motor vehicles. The Commission now invites sealed bids from eligible bidders for the procurement indicated in the table below: -

Lot	Description of Goods and Related Services	Reference Number	Quantity	Delivery Period
1	Supply and delivery of one (1) 14 to 16 seater minibus	TC/MV/NCB/2025-2026/03	1	8 to 10 weeks

2. Bidding will be conducted through National Competitive Bidding (NCB) procedures and in full compliance with the provisions of Malawi's Public Procurement and Disposal of Public Assets Act and its subsidiary legislation. Bidding is open to all eligible bidders.
3. Eligible bidders may obtain further information from the Procurement and Disposal Unit at the address given in 7(a) below from 08:00 to 16:00 hours local time (Monday to Friday) except on national public holidays.
4. A complete set of RFP document in English may be purchased by interested bidders at the address given in 6(b) upon payment of non-refundable fee of **K10,000.00** (Ten Thousand Kwacha only). The method of payment will be cash or bank certified cheque. A soft copy document will be sent through email or can be collected from our offices. No liability will be accepted for loss of bid documents or late delivery.

5. Sealed bids marked with the Procurement Reference Number should be submitted in the Tender Box on or before **Monday 4th May, 2026 at 10:00 hours** local time. **Electronic bidding will not be permitted and late bids shall be rejected.** Bids will be opened in the presence of the bidders' representatives who choose to attend at the address given in 7 (c) below at **10:00 hours** local time on **Monday 4th May, 2026.**
6. The address for inspection, purchase, submission and opening of bids are as follows:

(a) Address where bidding documents will be inspected and collected:

**The Procurement Office
Tobacco Commission
Along M1 Road, Kanengo
TC Head Office, First Floor-Room No. 28
Lilongwe.
Email: rgama@tccmw.com**

(b) Address where payment will be made:

**Cash Office
Tobacco Commission
Along M1 Road, Kanengo
TC Head Office, Second Floor, Room No.15
P.O. Box 40045
Lilongwe.**

(c) Address where bids will be deposited:

**The Chairperson
Internal Procurement and Disposal Committee
Tobacco Commission
TC Head Office – Reception
P.O. Box 40045
Lilongwe.**

(d) Address where bids will be opened:

**Tobacco Commission-Old Building
Lilongwe Division Office
Along M1 Road, Kanengo
1st Floor- Boardroom**

Lilongwe.

Signed

**Chairperson
Internal Procurement and Disposal Committee
TOBACCO COMMISSION**