



Trusted Partner in Healthcare

INVITATION TO BID

International Competitive Bidding Date of Issue: 20th October 2018

Subject of Procurement: Supply and Delivery of Hardware for Enterprise Resource Planning (ERP) System

Procurement No: CMST/G/018/000666

1. Central Medical Stores Trust (CMST) has budgeted resources and intends to apply part of the funds towards payments for procurement of hardware for Enterprise Resource Planning (ERP) system.
2. The Chairperson, Internal Procurement and Disposal of Assets Committee, CMST now invites sealed bids from eligible and qualified bidders for the supply and delivery of hardware for Enterprise Resource Planning (ERP) system:
3. Bidding will be conducted through **International Competitive Bidding (ICB)** procedures specified in accordance with the Public Procurement Act 2003 and Public Procurement Regulations 2004 of the Government of the Republic of Malawi, and are open to all eligible bidders.
4. Interested bidders may obtain further information and inspect the Bidding Documents from the **Procurement Unit** at address given at 8(a) below from 08.00 to 12-00 and 14.00 to 16.00 hours local time (Monday to Friday, except national public holidays).
5. A Bidding Document in English Language may be purchased by interested bidders from the address at 8(a) below upon payment of a non-refundable fee of **MWK 5,000.00** to the address at 8(b) below. The method of payment will be Malawi Kwacha either in cash or a bank certified cheque.
6. Bids must be accompanied by a Bid Security of **USD2, 800.00 (MK2, 000,000.00)**. The Bid Security must be in form of a Bank Certified Cheque or Bank Guarantee issued by a reputable bank agreeable to the Purchaser.
7. Bids must be deposited in the Tender Box at address 8(c) below on or before **3rd December 2018 at 14.00 hours local time**. Electronic bidding *will not* be permitted and Late Bids will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address 8(d) below on **3rd December 2018 at 14.00 hours local time**.

8. Addresses for inspection, purchase, collection, submission and opening of bids:

(a) *Address for Inspection, clarifications and collection of documents:*

**The Procurement Manager
Central Medical Stores Trust,
Procurement Unit, Ground Floor,
Mzimba Street, Lilongwe, Malawi.
Email: procurement@cmst.mw
Phone: +265 01 752 760**

(b) *Address for Payment of Non-Refundable Fee:*

**Central Medical Stores Trust,
Accounts Office, First Floor,
Mzimba Street, Lilongwe, Malawi.**

(c) *Address for Submission of Bids:*

**The Chairperson,
Internal Procurement and Disposal of Assets Committee,
Central Medical Stores Trust,
Tender Box, First Floor,
Mzimba Street, Lilongwe, Malawi.**

(d) *Address for Opening of Bids:*

**Central Medical Stores Trust,
Conference Room, First Floor,
Mzimba Street, Lilongwe, Malawi.**

**Signed: Chairperson
(Internal Procurement and Disposal of Assets Committee)
Central Medical Stores Trust**