



NATIONAL COUNCIL FOR HIGHER EDUCATION

SPECIFIC PROCUREMENT NOTICE

NATIONAL COMPETITIVE BIDDING

Background:

1. National Council for Higher Education was established by an Act of Parliament No. 15 of 2011 to regulate the Higher Education Sub- Sector. Its primary purpose is to provide accreditation and quality assurance services in higher education institutions in Malawi.
2. National Council for Higher Education has allocations of ORT in its 2023/24 financial year budget and intends to spend the funds through procurement of internet services; security services, landscaping and cleaning services, external audit services and team building exercise.
3. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement and Disposal of Assets Act (2017) and is open to all eligible bidders.
4. The following is the list of items for the bidding:

NUMBER	PROCUREMENT REFERENCE NUMBER	DESCRIPTION	PERIOD
1	NCHE/ORT/PI/2023/24	Provision of internet	12 months
2	NCHE/ORT/SS/2023/24	Security services	12 months
3	NCHE/ORT/LC/2023/24	Landscaping and cleaning services	12 months
4	NCHE/ORT/ES/2023/24	External audit services	12 months
5	NCHE/ORT/TB/2023	Team building exercise	3 days

5. Interested eligible bidders may obtain further information from National Council for Higher Education; Procurement office on 0999295411. E-mail: procurement@nche.ac.mw.

Bids may be inspected from 07:30 hours to 16:30 hours local time from Monday to Friday (except on holidays).

6. Interested eligible bidders may purchase a complete set of English bidding documents in person upon payment of a **non-refundable fee of MK 10,000.00** payable in cash or bank certified cheque.
7. Bidders will not be required to buy item number 5.
8. The sealed bids clearly marked with procurement reference number should be addressed to:

**The Chairperson,
Internal Procurement and Disposal Committee,
National Council for Higher Education,
NCHE House,
Private Bag B371,
Lilongwe 3.**

The bids should be deposited in the tender box at National Council for Higher Education's reception, NCHE House, Area 47/2, not later than **14:00 hours on Friday 17th November.**

9. The bids will be opened on the same date **at 14:00 hours in the NCHE Boardroom.** Bidders or their representatives are free to attend the opening function. **All late bids will be rejected.**
10. National Council for Higher Education is not bound to accept the lowest or any bid.