



## MALAWI UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)

### NATIONAL COMPETITIVE BIDDING (NCB)

#### FOR NON-CONSULTANCY SERVICES

**DATE OF ISSUE: 19<sup>TH</sup> FEBRUARY, 2026**

1. The Malawi University of Science and Technology (MUST) has budgeted resources towards the cost of implementing various programs in the University and it intends to apply part of the funds towards payments for the provision of various services.
2. The Chairman, Internal Procurement and Disposal Committee, now invites sealed bids from eligible and qualified bidders as detailed below:

Procurement Reference Number	Description
NCB-MUST-S-2025/26-220	Provision of General Insurance Services and Group Life Assurance
NCB-MUST-S-2025/26-221	Provision of Brokerage and Advisory Services on General Insurance, Group Pension and Fund Investment Management

3. Bidding will be conducted in accordance with open tendering procedures contained in the Public Procurement Laws and Regulations of the Government of the Republic of Malawi and is open to all eligible bidders.
4. Interested eligible bidders may obtain further information from the **Procurement and Disposal Department** and inspect the Bidding Document at the address given below at 7(a) from **08.00 to 12.00 and 13.00 to 16.00 hours local time** (Monday to Friday, except on national public holidays).
5. A complete set of Bidding Documents in English may be purchased by interested bidders from the address shown at 7(b) below and upon payment of a non-refundable fee of **MK20,000.00**. The method of payment shall be **Cash**.
6. Sealed bids, clearly marked on the outer envelope with "**Tender Description and Reference Number**" must be deposited in the Tender Box at the address in paragraph 7(c) below at or before **10:00 a.m. (local time) on Thursday, 12<sup>th</sup> March, 2026**. Bids will be

opened in the presence of the bidders' representatives who choose to attend at the address below at paragraph 7(d) on **12<sup>th</sup> March, 2026 at 10.00 hours local time**. Electronic bidding **will not** be permitted and late bids will be rejected and returned to the bidder unopened.

7. Address for inspection, purchase, collection, submission and opening of bids:

*a) Address for Inspection, clarifications and issuing of bidding documents*

The Procurement Manager  
Malawi University of Science and Technology  
Procurement Unit, Room 41, Ground Floor  
Ndata, Thyolo, Post Office Box 5196  
Limbe, Malawi.

*b) Purchase of Bidding Document:*

Accounts Office  
Malawi University of Science and Technology  
Procurement Unit, Room 31, Ground Floor  
Ndata, Thyolo, Post Office Box 5196  
Limbe, Malawi.

*c) Address for Submission of Bids*

The Chairman  
Internal Procurement and Disposal Committee  
Malawi University of Science and Technology  
Ndata, Thyolo, Post Office Box 5196  
Limbe, Malawi.

*d) Address for Bid Opening*

Malawi University of Science and Technology,  
The Mini Conference Room, Ground floor,  
Ndata, Thyolo, Post Office Box 5196  
Limbe, Malawi.

8. It is the responsibility of each bidder to ensure that the bids submitted are in accordance with the 'Instruction to Bidders' contained in the Bidding Document, non-compliance to the instructions will lead to disqualification and rejection of the bid.
9. MUST is not in any way bound to accept the lowest or any bid but reserves the right to exercise choice of the lowest evaluated, substantially responsive bid and procurement proceedings may be cancelled at any stage.

Signed

The Chairman

(Internal Procurement and Disposal Committee)

Malawi University of Science and Technology



**MALAWI UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)**

**INTERNATIONAL COMPETITIVE BIDDING (ICB)**

**FOR THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF LAPTOP  
AND TABLET ASSEMBLY LINE**

**PROCUREMENT REFERENCE NO: ICB-MUST-G-2025/26-224**

**DATE OF ISSUE: 19<sup>TH</sup> FEBRUARY, 2026**

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10. The Malawi University of Science and Technology (MUST) has budgeted resources towards the cost of implementing various programs in the University and it intends to apply part of the funds towards payments for the provision of various services.
11. The Chairman, Internal Procurement and Disposal Committee, now invites sealed bids from eligible and qualified bidders for the **Supply, Delivery, Installation and Commissioning of Laptop and Tablet Assembly line** as detailed below:

Procurement Reference Number	Description of Goods and Related services	Delivery period
ICB-MUST-G-2025/26-224	Supply, Delivery, Installation and Commissioning of Laptop and Tablet Assembly line	8-10 weeks

12. Bidding will be conducted in accordance with open tendering procedures contained in the Public Procurement Laws and Regulations of the Government of the Republic of Malawi and is open to all eligible bidders.
13. Interested eligible bidders may obtain further information from the **Procurement and Disposal Department** and inspect the Bidding Document at the address given below at 7(a) from **08.00 to 12.00 and 13.00 to 16.00 hours local time** (Monday to Friday, except on national public holidays).
14. A complete set of Bidding Documents in English may be purchased by interested bidders from the address shown at 7(b) below and upon payment of a non-refundable fee of **MK30,000.00**. The method of payment shall be **Cash**.
15. Sealed bids, clearly marked on the outer envelope with "**Tender Description and Reference Number**" must be deposited in the Tender Box at the address in paragraph 7(c) below at or before **10:00 a.m. (local time) on Thursday, 19<sup>th</sup> March 2026**. Bids will be

opened in the presence of the bidders' representatives who choose to attend at the address below at paragraph 7(d) on **Thursday, 19<sup>th</sup> March 2026 at 10.00 hours local time**. Electronic bidding **will not** be permitted, and late bids will be rejected and returned to the bidder unopened.

16. Address for inspection, purchase, collection, submission and opening of bids:

*e) Address for Inspection, clarifications and issuing of bidding documents*

The Procurement Manager  
Malawi University of Science and Technology  
Procurement Unit, Room 41, Ground Floor  
Ndata, Thyolo, Post Office Box 5196  
Limbe, Malawi.

*f) Purchase of Bidding Document:*

Accounts Office  
Malawi University of Science and Technology  
Procurement Unit, Room 31, Ground Floor  
Ndata, Thyolo, Post Office Box 5196  
Limbe, Malawi.

*g) Address for Submission of Bids*

The Chairman  
Internal Procurement and Disposal Committee  
Malawi University of Science and Technology  
Ndata, Thyolo, Post Office Box 5196  
Limbe, Malawi.

*h) Address for Bid Opening*

Malawi University of Science and Technology,  
The Mini Conference Room, Ground floor,  
Ndata, Thyolo, Post Office Box 5196  
Limbe, Malawi.

17. It is the responsibility of each bidder to ensure that the bids submitted are in accordance with the 'Instruction to Bidders' contained in the Bidding Document, non-compliance to the instructions will lead to disqualification and rejection of the bid.

18. MUST is not in any way bound to accept the lowest or any bid but reserves the right to exercise choice of the lowest evaluated, substantially responsive bid and procurement proceedings may be cancelled at any stage.

Signed

The Chairman

(Internal Procurement and Disposal Committee)

**Malawi University of Science and Technology**



## MALAWI UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)

### REQUEST FOR PROPOSALS (RFP)

DATE OF ISSUE: 19<sup>TH</sup> FEBRUARY 2026

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19. The Malawi University of Science and Technology (MUST) has budgeted resources towards the cost of implementing various programs in the University and it intends to apply part of the funds towards payments for the provision of various services.
20. The Chairman, Internal Procurement and Disposal Committee, now invites sealed bids from eligible and qualified bidders as detailed below:

Procurement Reference Number	Description
RFP-MUST-S-2025/26-222	Consultancy Services for Fund Investment Management
RFP-MUST-S-2025/26-223	Consultancy Services for the Review, Revision and Supervision of the construction completion of the mini-industrial park project at the Malawi University of Science and Technology (MUST)

21. Bidding will be conducted in accordance with open tendering procedures contained in the Public Procurement Laws and Regulations of the Government of the Republic of Malawi and is open to all eligible bidders.
22. Interested eligible bidders may obtain further information from the **Procurement and Disposal Department** and inspect the Bidding Document at the address given below at 7(a) from **08.00 to 12.00 and 13.00 to 16.00 hours local time** (Monday to Friday, except on national public holidays).
23. A complete set of Bidding Documents in English may be purchased by interested bidders from the address shown at 7(b) below and upon payment of a non-refundable fee of **MK20,000.00**. The method of payment shall be **Cash**.
24. Sealed bids, clearly marked on the outer envelope with "**Tender Description and Reference Number**" must be deposited in the Tender Box at the address in paragraph 7(c) below at or before **10:00 a.m. (local time) on Thursday, 12<sup>th</sup> March 2026**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address

below at paragraph 7(d) on **12<sup>th</sup> March 2026** at **10.00 hours local time**. Electronic bidding **will not** be permitted and late bids will be rejected and returned to the bidder unopened.

25. Address for inspection, purchase, collection, submission and opening of bids:

*i) Address for Inspection, clarifications and issuing of bidding documents*

The Procurement Manager  
Malawi University of Science and Technology  
Procurement Unit, Room 41, Ground Floor  
Ndata, Thyolo, Post Office Box 5196  
Limbe, Malawi.

*j) Purchase of Bidding Document:*

Accounts Office  
Malawi University of Science and Technology  
Procurement Unit, Room 31, Ground Floor  
Ndata, Thyolo, Post Office Box 5196  
Limbe, Malawi.

*k) Address for Submission of Bids*

The Chairman  
Internal Procurement and Disposal Committee  
Malawi University of Science and Technology  
Ndata, Thyolo, Post Office Box 5196  
Limbe, Malawi.

*l) Address for Bid Opening*

Malawi University of Science and Technology,  
The Mini Conference Room, Ground floor,  
Ndata, Thyolo, Post Office Box 5196  
Limbe, Malawi.

26. It is the responsibility of each bidder to ensure that the bids submitted are in accordance with the 'Instruction to Bidders' contained in the Bidding Document, non-compliance to the instructions will lead to disqualification and rejection of the bid.

27. MUST is not in any way bound to accept the lowest or any bid but reserves the right to exercise choice of the lowest evaluated, substantially responsive bid and procurement proceedings may be cancelled at any stage.

Signed

The Chairman

(Internal Procurement and Disposal Committee)

Malawi University of Science and Technology

