



MALAWI UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)

INVITATION FOR BIDS

PROVISION OF LEGAL SERVICES

Procurement Reference Number: NCB-MUST-S-2019/2020-110

Issued Date: 29th February 2020

1. The Malawi University of Science and Technology (MUST) has budgeted resources in the Financial Year 2019/20 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 Legal Services**.
2. The Chairman, Internal Procurement and Disposal Committee, Malawi University of Science and Technology, now invites sealed bids from eligible and qualified bidders for the **Provision of Legal Services** as follows;

Lot No.	Description of Related Services and Goods	Delivery Period
1	Provision of Legal Services	12 months

1. Bidding will be conducted through National Competitive Bidding (NCB) procedures specified in accordance with the Public Procurement and Disposal of Public Assets Act, and Procurement Regulations of the Government of the Republic of Malawi.
2. Interested eligible bidders may obtain further information from the Procurement and Disposal Unit 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).
3. A complete set of Bidding Documents in English may be purchased by interested bidders from the address shown at 7(a) below and upon payment of a non-refundable fee of **MK5,000.00**. The method of payment shall be **Cash**.
4. Bids must be delivered to the address shown at 7(b) below and deposited in a box marked **"Tender Box"** that is placed at the Reception Area on or before **31st March, 2020 at 10.00 hours local time**. Electronic bidding **will not** be permitted. Late bids will be rejected. Bids

will be opened in the presence of the bidders' representatives who choose to attend at the address below at paragraph 7(c) on **31st March, 2020 at 10.00 hours local time.**

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

a) Address for Inspection, clarifications and issuing of bid 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) 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.

c) Address for Bid Opening

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

Signed

The Chairman

(Internal Procurement and Disposal Committee)

Malawi University of Science and Technology