**CONTRACT NOTICE**

**CALL FOR TENDER: GENERAL INFORMATION**  
 **II.1.1) Information Notice Title:** Supply, Delivery and Installation of Office Furniture at Mchinji One Stop Border Post

**II.1.1) Information Notice Reference Number:** MOT/PROC/EDF11/008/2023TFP

**I.1) Name and address Contracting Authority**

**Official name: Ministry of Trade and Industry  
Postal address: P.O Box 30366   
Town: Lilongwe  
Postal Code: +265  
E-mail:** trademin@trade.gov.mw, procurement@trade.gov.mw **Internet address:**

**II.1.1) Title:** Supply, Delivery and Installation of Office Furniture at Mchinji One Stop Boarder Post

**II.1.2) Main CPV[[1]](#footnote-1) code**

30123100-8, 30144200-2, 42991230-0 **II.1.3) Type of contract**

Supplies

**II.1.4) Short description of the contract**

*This contract is for the Supply, Delivery and Installation of Office Furniture to be supplied, delivered and installed at the Mchinji One Stop Boarder Post and Train Users. DDP and the period for the implementation of the task is set at 60 days from the date of signature of the last party until the provisional acceptance in accordance with the contract notice/additional information about the contract notice.*

**II.1.5) Estimated total value**

Value excluding VAT: Currency: USD

**IV.1.1.) Type of Procedure**

**Open Procedure**

**IV.2.1) Previous publication concerning this procedure**

**N/A**

**II.1.6) Information about lots**

| **1.**  **Item number** | **Description and Specifications required Qty** | |
| --- | --- | --- |
| **1** | Office Table  -40 X 80cm (not L-Shaped) attached lockable drawers/lockable mobile pedestals, color brown/cherry | **40** |
| **2** | Secretarial Desk  140cm x 80cm **(L-shaped)** Attached lockable drawers/lockable mobile pedestals | 2 |
| **3** | Secretarial Chair  High-Black, height & back adjustable swivel, hardened plastine frame, armrest fixed to back and seat on at least three points (for standard locking pins/screws only), padded or contoured back and seat for orthopaedic support, colour; black, material; fabric or hardened mesh | 2 |
| **4** | Filing Shelve for Lever Arc Files  storage cabinets with doors and adjustable shelves/filling | **4** |
| **5** | Wooden Filing Cabinet with Glass Door  With glass doors | **4** |
| **6** | Officer Chairs  High-Black, height & back adjustable swivel, hardened plastine frame, armrest fixed to back and seat on at least three points (for standard locking pins/screws only), padded or contoured back and seat for orthopaedic support, colour; black, material; fabric or hardened mesh | **67** |
| **7** | Executive Visitors Chairs  Genuine leather front, chrome padded, chrome base and maximum weight 130 kg. | **13** |
| **8** | Coffee Table  Wooden coffee table 16 inches by 43 inches | **6** |
| **9** | Executive Chairs  Leather, 360 swivel, colour: black, adjustable seat height | **14** |
| **10** | Airport Chairs  3 seater | **5** |
| **11** | Personal Office Cubicles  4 seater, attached lockable drawers or lockable mobile pedestals, not less than 30cm high partition/workstation separations, size; Not more than 2.4m, CPU stand tray/tray, colour :brown/cherryx1.2 | **6** |
| **12** | Notice Board  1.5m by 1m | **13** |
| **13** | Counter Desk  height 90cm. Width 50cm, length 105cm | **21** |
| **14** | Counter Chairs  Swivel with back rest, colour: black, adjustable, | **33** |
| **15** | Storage Cabinet  With Doors & adjustable Shelves/Filling | **1** |
| **16** | Filing Cabinets  Material :steel, 4 drawer, heavy duty, welded or riveted edges, lockable, colour: cream/beige | **25** |
| **17** | Computer Desks  height 90cm. Width 50cm, length 105cm | **10** |
| **18** | Work Station (Cubicle)  Cubicle Of Six People With Lockable Drawers | **1** |
| **19** | Leather Sofa  Original Leather 1+2+3 seater | **3** |
| **20** | Round Table Plus four executive chairs  Large, 900x900mm suitable for 4 people | **1** |
| **21** | Conference Chairs  leather, 360 swivel, adjustable, color: black | **30** |
| **22** | Conference Table  Size 668 by192cm | **1** |
| **23** | Serving Table  3m serving table, Frame Material: Square tubular steel with black or grey powder coat finish | **2** |
| **24** | Conference Credenza   1 small drawer and 2 doors. Doors have locks. | **1** |
| **25** | Dining Tables | **20** |
| **26** | Dining Chairs | **80** |
| **27** | Visitors Chair | **59** |

**Main CPV code 48800000-6, 30123100-8, 30144200-2, 42991230-0.**

**II.2.3) Place performance**

Geographical zone benefitting from the action: Mchinji One Stop Border Post

**II.2.5) Award Criteria**

**Price**Value excluding VAT: USD

**II.2.14) Additional information**

**N/A**

**IV.2.2) Time limit for submission of tenders or requests to participate**

**Date: 19th October, 2023  
Local Time: 10:00 local Hours**

**IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

**Duration in months: 3 Months (from the date stated for receipt of tender)**

**IV.2.7) Conditions for opening of tenders**

**Date:19th October 2023  
Local time: 10:00 local Hours  
Place: Ministry of Trade and Industry Conference Hall 3rd Floor  
Information about authorised persons and opening procedure:** **See Internet address provided in Section I.3.**

1. The Common Procurement Vocabulary (CPV) is the mandatory reference nomenclature applicable to procurement contracts. The list of CPV codes is available on: <http://simap.ted.europa.eu/en/web/simap/cpv> [↑](#footnote-ref-1)