



HIGHER EDUCATION STUDENTS' LOANS AND GRANTS BOARD

INVITATION FOR BIDS

SUPPLY AND DELIVERY OF VARIOUS GOODS AND SERVICES ON FRAMEWORK AGREEMENT

Date of Issue – Tuesday, 1st July, 2025

The Higher Education Students' Loans and Grants Board (HESLGB) is mandated to support needy and deserving Malawian students pursuing higher education through provision of loans and grants. Additionally, **HESLGB** is also mandated to recover loans from former beneficiaries of student loans.

In fulfilling its mandates, **HESLGB** procures various goods and services in line with Malawi Government procurement processes.

HESLGB has budgeted funds to be used for the supply and delivery of goods and related services for 2025 -2026 Fiscal Year.

Higher Education Students Loans and Grants Board, now Invites sealed bids from eligible and qualified bidders to supply and deliver the under listed goods and related services on framework agreement:

LOT NO	DESCRIPTION	REFERENCE NUMBER
1	Provision of Motor Vehicle Hiring Services	HESLGB/Motor Vehicle Hiring/2025-2026
2	Supply and Delivery of Motor Vehicle Tyres and Accessories	HESLGB/Motor Vehicle Tyres and Accessories/2025-2026
3	Provision of Hotel Accommodation and Conference Facilities	HESLGB/Hotel Accommodation and Conference/2025-2026
4	Supply and Delivery of Marketing Services/Promotional Materials	HESLGB/Marketing and Promotional Materials/2025-2026
5	Supply and Delivery of Printing Services	HESLGB/Printing Services/2025-2026
6	Supply, Delivery, Service and Maintenance of Air Conditioners	HESLGB/Air Conditioners/2025-2026
7	Supply and Delivery of Office and Domestic Furniture and Equipment	HESLGB/Office Furniture/2025-2026

8	Supply, Delivery and Maintenance of ICT Equipment and Accessories	HESLGB/ICT Equipment/2025-2026
9	Supply and Delivery of Office Stationery	HESLGB/Office Stationery/2025-2026
10	Provision of catering services	HESLGB/Catering/2025-2026
11	Provision of Photography, Graphic Design, Audio-Video creative content providers	HESLGB/Photography and graphic design/2025-2026

1. Bidding will be conducted in accordance with Open Tendering procedures contained in the Public Procurement and Disposal of Assets Act 2025 and Public Procurement Regulations 2020 of the Government of the Republic of Malawi.

2. Interested eligible bidders may obtain further information and inspect the bidding Document from **Higher Education Students' Loans and Grants Board's (HESLGB) Procurement and Disposal Unit** at the address given in paragraph 10(a) below **from 08:00 to 12:00 hours, 13:00 to 16:00 hours local time** (Monday to Friday) except on Public Holidays.
3. A complete set of Bidding Document in English shall be purchased by interested bidders upon payment of a **non-refundable fee of Twenty Thousand Kwacha Only (MK20, 000.00)**. Bidders are required to make direct deposit into the following account

***Account Name:** HESLGB Operations*
***Account Number:** 24372577*
***Bank Name:** NBS Bank*
***Branch:** Presidential Villas*

Bidders are required to get a receipt from HESLGB Accounts Office upon producing the bank deposit slip before getting the Bidding Document from Procurement and Disposal Unit.

4. A complete set of Bidding Document in English language may be obtained by interested bidders at the address given in paragraph 10(a) below.
5. 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 10(b) below **at or before 14:00 Hours (local time) on Thursday, 31st July, 2025**. Late bids shall be rejected and ~~and~~ to the bidder unopened.
6. The addresses referred to above are:

(a) **Inspection and Issuing of the Bidding Documents:**

The Procurement and Disposal Unit
 Higher Education Students' Loans and
 Grants Board (HESLGB)
 Area 47, Sector 1, Off Lilongwe/Mchinji
 Roundabout
 Attention: Procurement Officer
 Tel: +265 1 795 955
 E-mail: victor.matoga@heslgb.com

(b) **Submission of Tender Documents:**

The Chairperson
 Internal Procurement and Disposal Committee
 Higher Education Students' Loans and Grants
 Board
 Area 47, Sector 1, Off Lilongwe/Mchinji
 Roundabout – Reception
 Private Bag B417
 Lilongwe.

(c) **Opening of Tender Documents:**

Higher Education Students' Loans
 and Grants Board (HESLGB)
 Area 47, Sector 1, Off Lilongwe/
 Mchinji Roundabout – **Board Room**
 Private Bag B417
 Lilongwe.

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

7. Opening of Bids shall commence at **14:00hours** on **Thursday, 31st July, 2025** in HESLGB's Boardroom, interested bidders, their representatives and the general public are welcome to attend.
8. HESLGB 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.