

## REQUEST FOR BIDS

### 1. Background

**Habitat for Humanity Malawi (HFHM)**, an affiliate of Habitat for Humanity International, is a non-profit Christian organization dedicated to improving housing conditions in Malawi. Established in 1986, HFHM has supported over 133,600 people to access safe and decent housing. Guided by the vision, “A Malawi where everyone has a decent place to live,” and the 2025-2030 Strategic Plan, we focus on building more and better homes, strengthening housing systems and advancing action for housing partnerships, innovation, and volunteerism.

HFHM is implementing the **Circles of Care Project**, funded by Habitat for Humanity Canada, in TA Kachere, Dedza District to empower families with children with disabilities through improved housing and livelihoods.

HFHM hereby invites sealed bids from eligible, qualified, and experienced suppliers for the **Supply and Delivery of Cement and Cement Blocks** as specified below.

Lot No.	Item	Description of Material types and Quantities
1	Cement	<p><b>Supply and delivery of Cement</b></p> <ul style="list-style-type: none"> <li>▪ <b>Quantity: 696</b> bags of Cement</li> <li>▪ <b>Package: 50kg</b></li> <li>▪ <b>Type: Ordinary Portland Cement (OPC) - <u>32.5N</u></b></li> </ul> <p><b>Delivery Location:</b> Place HFHM warehouse at T/A Kachere, Thethe Trading Centre. approx. <b>79km from Lilongwe.</b></p>
2	Cement Blocks (Hollow)	<p><b>Supply and Delivery of Cement Blocks (Hollow)</b></p> <ul style="list-style-type: none"> <li>▪ <b>Quantity: 15,600</b></li> <li>▪ <b>Size: 400x150x200mm</b></li> <li>▪ <b>Minimum Compressive strength: 7.0 N/sq.mm</b></li> </ul> <p><b>Delivery Location:</b> Maonde and Kanolo communities approx. 104km from Lilongwe / 25km from Thethe trading centre. Blocks will be delivered to eight different sites within these communities</p>
<p><b>NOTE: Prices must include transportation and all related logistics costs to delivery sites.</b></p>		

### 2. Requirements

**Interested companies must include the following in their proposal:**

- **Annex 1:** Bid Submission form – formal letter.
- **Annex 2:** Qualification Documents – certificate of registration with Registrar of Companies; Valid tax registration and tax Clearance certificates; appropriate regulatory permits, licences, accreditation and membership.
- **Annex 3:** Evidence of three traceable referees, such as copies of contracts and purchase orders for cement and cement blocks.
- **Annex 4:** Company profile, including physical address, names and contact details of directors

Bids must be submitted in two separate sealed envelopes for each lot applied for and clearly labelled “**LOT 1: CEMENT**” or “**LOT 2: Cement Blocks**” etc. Bids must be submitted to the address below. Electronic bids will not be accepted.

All bids must be submitted no later than 10:00a.m. on Wednesday, 11<sup>th</sup> March 2026. The bid opening shall be conducted immediately thereafter, at 10:15a.m. at HFHM offices in Lilongwe. Bidder's representatives are welcome and encouraged to attend.

Bidders may apply for one or both lots. Bids per lot must cover all requested items to be considered complete and eligible for evaluation. Bids submitted shall remain valid for a period of 30 days from the date of bid opening. Electronic bids and late submission will not be accepted under any circumstances.

HFHM reserves the right to accept or reject any bid, in whole or in part, and is not obligated to select the lowest priced bid. HFHM reserves the right to request product samples or verification documentation during evaluation. Only bids that are technically compliant will be considered for award.

For clarification or additional information, please contact [inquiries@habitat.mw](mailto:inquiries@habitat.mw)

**Bids shall be deposited in the tender box located at and addressed to:**

**The Chairperson  
Internal Procurement Committee  
Habitat for Humanity Malawi  
Area 14, Plot 14/206, Off Presidential Drive, Red Cross Turn  
P.O. Box 1638  
Lilongwe**