



## **BLANTYRE CITY COUNCIL**

### **REQUEST FOR QUOTATIONS**

#### **PROVISION OF INSURANCE SERVICES FOR THE PERIOD 2025-2026**

**Procurement Reference No.: BCC/PROC/5/2/5/INSURANCE SERVICE/2025-26**

**PROCUREMENT TARGET: MEDIUM ENTERPRISES**

***DATE OF ISSUE: 20<sup>th</sup> February, 2025***

1. **Blantyre City Council (BCC)** is mandated to provide environmentally friendly, high quality, efficient and effective demand driven municipal services in partnership with the individual and corporate residents to attain better quality lives for all residents in the City. The Council has, therefore, budgeted public funds to be used for the provision of insurance services for the period 2025-2026 financial year hence invites quotations from interested eligible bidders to submit their quotations.
2. In line with section 36 of Public Procurement and Disposal of Assets Act 2017 and Para.14 of Public Procurement and Disposal of Assets. (Participation by Micro, Small and Medium Enterprises) MSME Order 2020, the Council wishes to invite the Medium Enterprises to collect Request for Quotation Documents (RFQ) to submit their quotations to the Council for the provision of Insurance Services for the period 2025-2026 financial year.
3. The Request for Quotation Documents (RFQ) can be collected at Blantyre City Council Civic Centre Offices, Procurement and Disposal Unit (PDU) from **8:00am to 4:30pm on Thursday, 20 February 2025 to Thursday, 27 February, 2025.**
4. Bidding for the procurement of Provision of Insurance Services for the period 2025-2026 financial year shall be conducted in accordance with Request for Quotation procedures contained in the Public Procurement and Disposal of Assets Law and Public Procurement Regulations, 2020 (Government Notice No.24).
5. Quotations clearly marked “**Provision of Insurance Services for the period 2025-2026 Financial Year**” must be delivered to the Address at (7) below at or before **Thursday, 27 February 2025 at 16.00 Hours** and late Quotations shall be rejected.

6. Blantyre City Council shall prioritise the submitted quotation in line with Section 44 (10) of the Public Procurement and Disposal of Public Assets Act 2017 and the circular issued by the Public Procurement and Disposal of Assets Authority (PPDA) on 1st July, 2019. Please take note that all indigenous Black Malawian shall enjoy 20% margin of preference.

7. **Address for submission of Quotations is:**

The Chairperson  
Internal Procurement and Disposal Committee  
Blantyre City Council  
Private Bag 67  
**BLANTYRE**