



**MALAWI COMMUNICATIONS REGULATORY AUTHORITY**

**INVITATION FOR BIDS (IFB)**

**Procurement of Fleet Management & Car Tracking System**

**Issue Date: 9<sup>th</sup> March 2023**

<b>PROCUREMENT REFERENCE No: MACRA/IPDC/ADMIN-FMCTS/2023/03/04</b>
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1. The Malawi Communications Regulatory Authority (MACRA) set aside funds to be used for the procurement of Fleet Management and Car Tracking System for the Authority.
2. **The Chairperson, Internal Procurement and Disposal Committee (IPDC)**, now invites sealed bids from eligible bidders for the procurement of a Fleet Management and Car Tracking System for the Authority.
3. Bidding shall be administered in accordance with the National Competitive Bidding (NCB) procedures as specified in the Public Procurement and Disposal of Public Assets Act, 2017 and its subsidiary legislation.
4. Interested eligible bidders may obtain further information and inspect bidding documents from MACRA's Procurement Department at the address given in paragraph 7(i) below from **08:00 – 12:00 Hours, 13:00 to 16:00** local time (Monday to Friday) except national public holidays

5. A complete set of Bidding Documents which has been prepared in English language may be obtained by interested bidders at 7(ii) upon payment of a non-refundable fee of **MK10,000.00**. Method of payment shall be through a Bank Deposit using the following bank details.

**(MK Account)**

**Account Name: MACRA**

**Bank: National Bank**

**Account Number: 900494**

**Branch: Chichiri National Bank**

**Swift Code: NBMAMWMWXXX**

**Branch Code: 003**

Proof of payment should be provided in person or be sent through the following email [procurement@macra.mw](mailto:procurement@macra.mw). The complete bidding documents may be obtained in person or through email upon confirmation of proof of payment.

6. Sealed bids must be submitted to the address at 7(iii) below at or before **10:00 hours** on **Wednesday, 12<sup>th</sup> April 2023**. Late bids shall be rejected and returned to the bidder unopened.
7. The address for inspection, purchase, submission and opening of bidding documents:

**i) Inspection and Purchase of Bidding Documents**

Malawi Communications Regulatory Authority (MACRA)

MACRA House

9 Salmin Amour Road

Ginnery Corner,

Blantyre,

312225

**Attention: Head of Procurement & Supply Chain**

**Tel: +265 1 810 497**

**Fax: +265 1 812 890**

**E-mail: [procurement@macra.mw](mailto:procurement@macra.mw)**

**ii) Submission of Tender Documents**

The Chairman – Internal Procurement Committee (IPC)  
Malawi Communications Regulatory Authority (MACRA)  
MACRA House  
9 Salmin Amour Road  
Ginnery Corner,  
P/Bag 261,  
Blantyre,  
312225,  
MALAWI

**iii) Opening of Tender Documents**

Malawi Communications Regulatory Authority (MACRA)  
MACRA House  
Boardroom Hall  
Salmin Amour Road  
Ginnery Corner,  
Blantyre,  
312225

8. It is the responsibility of each bidder to ensure that the bids submitted are in accordance with the **‘Instructions to Bidders’** contained in the tender documents, as non-compliance to the instructions will lead to disqualification and rejection of the tender.
  
9. Bids shall be valid for a period of **120 days** after tender opening. This procurement subject is fully funded by **MACRA** and does not attract any payment or part thereof in any foreign currency.

10. Opening of Bids shall commence at **10:00 hours on Wednesday, 12<sup>th</sup> April 2023** in MACRA's corporate boardroom, where interested bidders, their representatives and the general public are welcome to attend.
  
11. **MACRA** 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 can cancel the procurement proceedings at any stage.