



## **MALAWI COMMUNICATIONS REGULATORY AUTHORITY**

### **INVITATION FOR BIDS (IFB)**

#### **FRAMEWORK AGREEMENTS**

**Procurement of Goods/Services for the financial year 2022/23**

**Date issued 22<sup>nd</sup> February 2022**

**PROCUREMENT REFERENCE NO: MACRA/IPDC/NCB/GDS/SER/2022-23**

1. The Malawi Communications Regulatory Authority (MACRA) has budgeted funds for the procurement of various Goods and Services on a Framework Agreement for the 2022/23 Financial Year.
2. **The Chairperson, Internal Procurement and Disposal Committee (IPDC)**, now invites sealed bids from eligible Suppliers for the following categories of goods and services;

<b>Category</b>	<b>Description of Good/Services</b>	<b>Location</b>	<b>Duration</b>
1	Computer Cartridges, Toners and accessories	Blantyre	12 Months
2	General Stationery	Blantyre	12 Months
3	Tyres, Tubes and Batteries	Blantyre and Lilongwe	12 Months
4	Cleaning Services	Blantyre, Lilongwe and Mzuzu	12 Months
5	Provision of Air Travel Agency Services	Blantyre	12 Months
6	General Office Maintenance ( <i>Plumbing, Minor works, carpentry</i> )	Blantyre, Lilongwe and Mzuzu	12 Months

3. Bidding shall be administered in accordance with the National Competitive Bidding (NCB) procedures as specified in the Malawi 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 in English language may be obtained by interested bidders at 7(ii) upon payment of a non-refundable fee of **MK5, 000.00**. The method of payment shall be cash or Bank Deposit using the following banking details

<b>Account Name</b>	<b>MACRA</b>
<b>Account Number</b>	<b>900494</b>
<b>Branch</b>	<b>Chichiri National Bank</b>

Interested bidders or their representatives are advised to bring original deposit slip as proof of payment. The documents may be obtained in person from MACRA Head Offices in Blantyre and its branch offices in Lilongwe Area 13.

6. Sealed bids must be submitted to the address at 7(iii) below at or before **15:00 hours** on **Tuesday 22<sup>nd</sup> March, 2022**. 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  
 Ginnery Corner  
 Salmin Amour Road  
 9 P/Bag 261  
**BLANTYRE**

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

Tel: +265 1810497

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

**ii) Submission of Tender Documents**

**THE CHAIRPERSON**

**Internal Procurement Committee (IPDC)**

**Malawi Communications Regulatory Authority (MACRA)**

**MACRA House**

**Ginnery Corner**

**9 Salmin Amour Road**

**P/Bag 261**

**BLANTYRE**

**iii) Opening of Tender Documents**

**Malawi Communications Regulatory Authority (MACRA)**

**MACRA House**

**Boardroom Hall**

**9 Salmin Amour Road**

**P/Bag 261**

**BLANTYRE**

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 **15:00 hours on Tuesday 22nd March, 2022** 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 lowest evaluated, substantially responsive bid and can cancel the procurement proceedings at any stage.