



MALAWI COMMUNICATIONS REGULATORY  
AUTHORITY – USF

## INVITATION FOR BIDS (IFB)

### PROVISION OF SERVICES - LAST MILE CONVEYANCE MANAGER

**PROCUREMENT REFERENCE NO: MACRA/IPDC/CM/USF/2024/01**

1. The Malawi Communications Regulatory Authority (MACRA) has set aside funds to be used for the procurement of Services of a Last Mile Conveyance Manager for the Authority.
2. **The Chairperson, Internal Procurement and Disposal Committee (IPDC)**, now invites sealed bids from eligible bidders for the **Provision of Last Mile Conveyance**.
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 hrs, 13:00 to 16:00 hrs** 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 from the address provided in paragraph 7(ii) upon payment of a non-refundable fee of **MK10,000.00**. The method of payment shall be through bank deposit to the following bank details.

<b>Bank</b>	<b>National Bank of Malawi</b>
<b>Branch</b>	<b>Chichiri</b>
<b>Account Name</b>	<b>MACRA</b>
<b>Account Type</b>	<b>Current Account</b>
<b>Account Number</b>	<b>900494</b>

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 document may be obtained in person or through email upon confirmation of payment.

6. Sealed bids must be submitted to the address provided in paragraph 7(iii) below at or before **10:00 hours** on **Tuesday 30<sup>th</sup> April 2024**. 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)

1st Floor, Green Heritage House, Area 13

2 Khonje Close

P.O. Box 30214

LILONGWE

MALAWI

207213

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

Tel: +265 1 883 611

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

**ii) Submission of Tender Documents**

The Chairman – Internal Procurement Committee (IPDC)  
Malawi Communications Regulatory Authority (MACRA)  
1st Floor, Green Heritage House, Area 13  
2 Khonje Close  
P.O. Box 30214  
LILONGWE  
MALAWI  
207213

**iii) Opening of Tender Documents**

Malawi Communications Regulatory Authority (MACRA)  
1st Floor, Green Heritage House Boardroom Hall,  
Area 13  
2 Khonje Close  
LILONGWE  
MALAWI  
207213

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 Monday, 30<sup>th</sup> April 2024** in MACRA’s main 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.