



INVITATION FOR BIDS (IFB)

NATIONAL COMPETITIVE BIDDING (NCB)

SUPPLY AND DELIVERY OF IT EQUIPMENT FOR MACRA

ISSUE DATE: 8TH JANUARY 2024

REFERENCE NO: MACRA/IPDC/IT-EQUIP/2024/02

1. The **MALAWI COMMUNICATIONS REGULATORY AUTHORITY (MACRA)** has set aside funds to be used for the procurement of IT Equipment.
2. **The Chairperson, Internal Procurement and Disposal Committee (IPDC)**, now invites sealed bids from eligible bidders for the Supply and Delivery of IT Equipment.
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 hours 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 **MK10,000.00**. The method of payment shall be cash or Bank Deposit using the following bank details

Bank	National Bank of Malawi
Branch	Chichiri Branch
Account Name	MACRA
Account Type	Current Account
Account Number	900494

Proof of payment should be provided in person or be sent through the following email procurement@macra.mw. The complete bidding documents may be obtained in person or through email upon confirmation of payment.

6. Sealed bids must be submitted to the address at 7(iii) below at or before **10:00 hours on Wednesday, 7th February 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
Capital City
Lilongwe 3

207213

MALAWI

Attention: Head of Procurement & Supply Chain

E-mail: procurement@macra.mw

ii) Submission of Tender Documents

THE CHAIRPERSON

Malawi Communications Regulatory Authority (MACRA)

1st Floor Green Heritage House Area 13

2 Khonje Close

P.O. Box 30214

Capital City

Lilongwe 3

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iii) Opening of Tender Documents

Malawi Communications Regulatory Authority (MACRA)

1st Floor Green Heritage House Area 13

2 Khonje Close

P.O. Box 30214

Capital City

Lilongwe 3

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MALAWI

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 noncompliance 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 Friday 9th February 2024** 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 where necessary can cancel the procurement proceedings at any stage.