



INVITATION FOR BIDS (IFB)

Provision of Public Auctioning Services for MACRA for 2023-2024 Financial Year

Date of Issue: 9th March 2023

PROCUREMENT REF NO: MACRA/IPDC/ADMIN-PA/2023/03/02

1. The Malawi Communications Regulatory Authority (MACRA) set aside funds to be used for the Provision of Public Auctioning Services for MACRA for the 2023-2024 Financial Year
2. **The Chairperson, Internal Procurement and Disposing Committee (IPDC)**, now invites sealed bids from eligible bidders for the Provision of Public Auctioning Services for MACRA for the 2023-2024 Financial Year.
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 the 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:

(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. 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 **15:00 hours** on **Wednesday 12th 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

ii) Submission of Tender Documents

The Chairman – Internal Procurement and Disposing
Committee (IPDC)

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

9 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 12th 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.