



MALAWI COMMUNICATIONS REGULATORY AUTHORITY

DATE ISSUED 19TH SEPTEMBER 2022

INVITATION FOR BIDS (IFB)

PROVISION OF SECURITY SERVICES TO MACRA

PROCUREMENT REFERENCE NO: MACRA/IPDC/ADMIN-SEC/2022/09/04

1. The Malawi Communications Regulatory Authority (MACRA) has set aside funds to be used for the procurement of Security Services.
2. **The Chairperson, Internal Procurement and Disposal Committee (IPDC)**, now invites sealed bids from eligible bidders for the provision of security services to MACRA.
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 that have been prepared in the English language may be obtained at 7(ii) upon payment of a non-refundable fee of **MK10,000.00**. The method of payment shall be through Bank Deposit using the following bank details.

Account Name	MACRA
---------------------	--------------

Bank Name	National Bank
Account Number	900494
Branch	Chichiri Branch
Swift Code	NBMAMWMWXXX
Branch Code	003

Interested bidders are advised to bring to MACRA Head Office or send proof of payment through email to the following address: procurement@macra.mw. The documents may be obtained in person by the prospective bidders.

6. Sealed bids must be submitted to the address at 7(iii) below at or before **15:00 hours** on **Wednesday, 19th October 2022**. Late bids shall be rejected and returned to the bidder unopened.
7. The address for inspection, purchase, submission, and opening of bidding documents are as follows:

i) Inspection and Purchase of Bidding Documents

Malawi Communications Regulatory Authority (MACRA)
MACRA House
9 Salmin Amour Road
Ginnery Corner
P/Bag 261
BLANTYRE
312225

Attention: Head of Procurement and 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 Disposal Committee (IPDC)
Malawi Communications Regulatory Authority (MACRA)
MACRA House
9 Salmin Amour Road
Ginnery Corner
P/Bag 261
BLANTYRE
312225

iii) Opening of Tender Documents

Malawi Communications Regulatory Authority (MACRA)

MACRA House

9 Salmin Amour Road

Ginnery Corner

P/Bag 261

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 with 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 Wednesday, 19th October 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.