



**Malawi
Revenue
Authority**

INVITATION TO BID

SUPPLY AND DELIVERY OF EXCLUSIVE TONERS UNDER FRAMEWORK AGREEMENT

PROCUREMENT REFERENCE NUMBER: MRA/EXCLUSIVETONERS/Framework/09/01/2026

DATE OF PUBLICATION: 9TH JANUARY 2026

1. The Malawi Revenue Authority (MRA) is an agency responsible for collecting and accounting for tax revenue on behalf of the Malawi Government. The Authority has therefore budgeted funds to be used for the procurement of Exclusive Toners under Framework Agreement.
2. The Chairperson of the Internal Procurement & Disposal Committee (IPDC) of the MRA now invites sealed bids from eligible and qualified bidders for the Supply and and Delivery of Exclusive Toners under a priced Framework Agreement for a period of 12 months as follows:

LOT	DESCRIPTION OF GOODS	DELIVERY PERIOD	DELIVERY POINT
1	Supply and Delivery of Xerox Toners	7 days from issuance of LPO	MRA Warehouse-Ginnery Corner
2	Supply and Delivery of Canon Toners	7 days from issuance of LPO	MRA Warehouse-Ginnery Corner
3	Supply and Delivery of Sharp Toners	7 days from issuance of LPO	MRA Warehouse-Ginnery Corner
4	Supply and Delivery of Gestetner Toners	7 days from issuance of LPO	MRA Warehouse-Ginnery Corner
5	Supply and Delivery of Kyocera Toners	7 days from issuance of LPO	MRA Warehouse-Ginnery Corner

3. The bidding process shall be conducted in full compliance with the provisions of Public Procurement and Disposal of Public Assets Act (2025) and its subsidiary legislation. Participation is open to all eligible Suppliers and Service Providers.
4. A complete set of the bidding document shall be acquired upon payment of a non – refundable fee of **K10,000.00 (Ten Thousand Malawi Kwacha)** in cash or bank certified cheque or any convertible currency. Bidding documents may be purchased from the **Cash Office, Room 123 on floor number 1 of Msonkho House, Blantyre.**
5. Requests for clarification from bidders to MRA shall be made no later than **22nd January 2026.**
6. Bids must be deposited in the tender box on ground floor reception, **MRA Msonkho House, Blantyre** at or before **15:00 hrs**, local time on **28th January 2026.** Late bids shall be rejected. Bids shall be opened in the presence of the bidders' representatives, who choose to attend the opening proceedings at **15:00 hrs on 28th January 2026.**
7. Bids in sealed envelopes clearly marked "Supply and Delivery of Exclusive Toners Under Framework Agreement for Year 2026-2027" and indicating the procurement reference number: MRA/ExclusiveToners/ Framework/09/01/2026 should be addressed to:-

**The Chairperson
Internal Procurement and Disposal Committee
Malawi Revenue Authority
Msonkho House
Private Bag 247, Blantyre**

MRA reserves the right to reject any or all the bids and is not bound to accept the lowest or any bidder