



**Malawi
Revenue
Authority**

PUBLIC NOTICE

PRE-QUALIFICATION OF AIRTRAVEL SERVICE PROVIDERS FOR 12 MONTHS

DATE OF PUBLICATION: 31ST DECEMBER, 2025

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 now invites eligible and qualified service providers to apply for prequalification to provide travel agency services for a period of twelve (12) months.

2. Prequalification Criteria

Interested service providers are required to submit their applications accompanied by the following documents:

- Business Registration Certificate
- A copy of MSME Registration Certificate
- Detailed profile of the company including name and profile of key staff, registered address, telephone number (s), business location, physical address and e-mail address.
- A copy of a valid Tax Clearance Certificate
- Valid PPDA certificate
- Indication of annual business turnover.
- A list of at least **five** traceable organizations of similar size and complexity to Malawi Revenue Authority to which the company has previously provided similar services. Copies of Purchase Orders must be submitted as evidence of this.

3. Submission

The deadline for submission is **20th January 2026 at 15:00 hours**.

Prequalification documents must be deposited in the **Tender Box at MRA Head Office, Msonkho House, Blantyre, Ground Floor at the Main Reception Area** in sealed envelopes clearly marked **PRE-QUALIFICATION OF AIRTRAVEL SERVICE PROVIDERS FOR 12 MONTHS** and addressed to:-

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