



**Malawi
Revenue
Authority**

INVITATION TO BID

TENDER FOR SUPPLY AND INSTALLATION OF AIR CONDITIONERS AT VARIOUS MRA OFFICES

PROCUREMENT REFERENCE NUMBER: MRA/AIRCONS/06/01/2026

DATE OF ISSUE: 6TH 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 Air Conditioners for various MRA stations.
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 installation of Air Conditioners at various MRA offices as follows:

LOT	Description of Goods or Related Service	Stations	Quantity
1	Supply and Installation of Air conditioners	Msonkho House – Head Office	56
2	Supply and Installation of Air conditioners	Blantyre DTD	16
		FAST East – Liwonde	
		Nayuchi	
		Chileka	
		Limbe BMS	
3	Supply and Installation of Air Conditioners	Lilongwe DTD	11
		Lilongwe Port	
		Karonga	

3. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement and Disposal of Assets Act (2025) of the Government of the Republic of Malawi and is open to all bidders from eligible source countries.
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 20th January 2026.
6. Bids must be deposited in the tender box on the **Ground floor reception, MRA Msonkho House, Blantyre** at or before **15:00 hours, local time on 26th 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 hours on 26th January 2026.**
7. Bids in sealed envelopes clearly marked and indicating the procurement reference number: **MRA/Aircons/06/01/2026** 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