



**Malawi
Revenue
Authority**

Invitation To Bid

SUPPLY OF MANAGE ENGINE SERVICEDESK PLUS SOFTWARE LICENSES

National Competitive Bidding

PROCUREMENT REFERENCE NUMBER: MRA/ICT/SERVICEDESKSOFTWARE/07/2026

DATE OF PUBLICATION: 8 JULY, 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 budgeted funds to be used for the procurement of the Manage Engine Service Desk Plus Software Licenses.
2. The Chairperson, Internal Procurement & Disposal Committee of the Malawi Revenue Authority (MRA) now invites sealed bids from eligible and qualified bidders to bid for the procurement of Manage Engine Service Desk Plus Software Licenses.
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 22nd July 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 28th July, 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 28th July, 2026**.
7. Bids in sealed envelopes clearly marked and indicating the procurement reference number: **MRA/ICT/ServiceDeskSoftware/07/2026** 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