



Malawi Revenue Authority

TENDER NOTICE

INVITATION TO TENDER FOR THE PROVISION OF PRODUCTION OF STAFF IDENTIFICATION AND MEDICAL SCHEME CARDS FOR 24 MONTHS

PROCUREMENT REF. No.: MRA/IDENTIFICATION CARD/H/2020/08/26

1. The Malawi Revenue Authority is an agency responsible for collection and accounting for tax revenue on behalf of the Malawi Government. The Authority has budgeted funds for the procurement of provision of production of staff identification cards for 24 months. The Authority now invites sealed bids from eligible tax compliant bidders for the production of identification cards.

Item No.	Description
1	Production of Staff Identification and MRA Medical Scheme Cards

2. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement and Disposal of Assets Act and Regulations of the Government of the Republic of Malawi and is open to all bidders from eligible source countries.
3. A complete set of the bidding document shall be acquired upon payment of a non -refundable fee of **K5, 000.00 (Five Thousand Kwacha only)** in cash or bank certified cheque. Bidding documents may be purchased from the **Cash Office, Room 123, on Floor Number 1, MRA Msonkho House, Blantyre.**
4. Bids must be deposited in the **Tender box on Second Floor Reception, MRA Msonkho house, Blantyre** at or **before 15:00hrs local time on Tuesday, 29th September 2020.** 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 Tuesday, 29th September, 2020.**
5. Bids in sealed envelopes clearly marked and indicating the Procurement Reference Number should be addressed to: -

**The Chairperson
Internal Procurement and Disposal Committee
Msonkho House
Private Bag 247
Blantyre**

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

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