



**Malawi
Revenue
Authority**

INVITATION TO BID (ITB)

INVITATION TO BID FOR THE SUPPLY OF VARIOUS GOODS UNDER FRAMEWORK AGREEMENT FOR 12 MONTHS

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 procurement of various frequently used goods under framework agreement for 12 months.
2. The Authority now invites sealed bids from eligible and compliant bidders for the supply and delivery of the following:

LOT	DESCRIPTION	QUANTITY	DELIVERY PERIOD
1	Motor Vehicle Batteries	As and when required	7 days after issuance of LPO
2	Toilet Tissues	As and when required	7 days after issuance of LPO
3	Cleaning Materials	As and when required	7 days after issuance of LPO
4	Envelopes	As and when required	7 days after issuance of LPO
5	MRA Branded Customs Seals	As and when required	7 days after issuance of LPO
6	Protective Wear	As and when required	7 days after issuance of LPO
7	Date Stamps	As and when required	7 days after issuance of LPO
8	Telephone Receivers and Accessories	As and when required	7 days after issuance of LPO
9	Paper Stationery	As and when required	7 days after issuance of LPO
10	Photocopying Paper	As and when required	7 days after issuance of LPO
11	Printing Works	As and when required	7 days after issuance of LPO
12	Refreshments	As and when required	7 days after issuance of LPO
13	Stationery	As and when required	7 days after issuance of LPO
14	General Stationery	As and when required	7 days after issuance of LPO
15	General Toners	As and when required	7 days after issuance of LPO
16	Motor Vehicle Tyres	As and when required	7 days after issuance of LPO
17	Exclusive Toners 1	As and when required	7 days after issuance of LPO
18	Exclusive Toners 2	As and when required	7 days after issuance of LPO
19	Exclusive Toners 3	As and when required	7 days after issuance of LPO
20	Exclusive Toners 4	As and when required	7 days after issuance of LPO

3. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement and Disposal of Assets Act (2017) and Public Procurement Regulations (2020) of the Government of Malawi and is open to all bidders in Malawi.
4. A complete set of bidding documents shall be acquired upon payment of a non-refundable fee of **K5,000.00 (Five Thousand Kwacha)** in cash or bank certified cheque. Bidding documents may be purchased from the **Cash Office, Room 123, Floor Number 1 of Msonkho House, Blantyre**.
5. Bids must be deposited in the tender box on **2nd Floor Reception, Msonkho House, Blantyre** at or before **15:00hrs** local time on **Wednesday, 21st December, 2022**. Late bids shall be rejected. bids shall be opened in the presence of bidders' representatives, who choose to attend the opening proceeding from **15:00hrs** on **Wednesday, 21st December, 2022**.
6. Bids in sealed envelopes clearly marked and indicating the procurement reference number: **MRA/GOODS/FRAMEWORK/22/11/2022** should be addressed to:

**The IPDC Chairperson
Internal Procurement and Disposal Committee
Malawi Revenue Authority, 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.