



Malawi Revenue Authority

INVITATION TO TENDER

INVITATION TO TENDER FOR THE SUPPLY AND DELIVERY OF 2019 CALENDARS, DIARIES, FILE FOLDERS AND CHRISTMAS CARDS

PROCUREMENT REF: MRA/CALENDARS, NOTEPADS, FILE
FOLDERS & CHRISTMAS CARDS/07/2018/156

1. The Malawi Revenue Authority is an agency responsible for collecting and accounting for tax revenue on behalf of the Malawi Government. The Authority has therefore budgeted public funds to be used for the procurement of Calendars, Diaries, File Folders and Christmas Cards. The Chairperson of the internal procurement committee now invites sealed bids from eligible bidders for the supply and delivery of the following;

Lot No.	Item Description	Qty	Delivery Period
1	One Month to View Wall Calendars	3,500	4 – 6 weeks
2 (a)	A5 plus Executive Notepads	200	4 – 6 weeks
(b)	A5 plus Notepads	1,500	4 – 6 weeks
3 (a)	File Folders	300	4 – 6 weeks
(b)	Christmas Cards	1,000	4 – 6 weeks

2. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement and Disposal of Assets Act (2017) and Regulations of the Government of the Republic of Malawi (2004) and is open to all bidders from eligible source countries. **Prospective bidders may bid for all lots or any one lot of their choice.**
3. A complete set of the bidding document shall be acquired upon payment of a non-refundable fee of **K5, 000.00** in cash or bank certified cheque. Bidding documents may be purchased from the **Cash Office on Floor Number 1 of (MRA) Msonkho House, Blantyre.**
4. Bids must be deposited in the Tender box on Second Floor Reception of Msonkho house, at or before **15:00hrs local time on Friday, 24th August, 2018. 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 Friday, 24th August, 2018.**
5. Bids in sealed envelopes clearly marked and indicating the Procurement Reference Number 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 bids and is **not bound** to accept the lowest or any bidder