



Malawi Revenue Authority

## INVITATION TO TENDER

# LOADING AND OFFLOADING OF CARGO SERVICES AT LILONGWE INLAND EXAMINATION CENTER – (RE-ADVERTISED)

PROC. REF. NO.: MRA/LOADING-OFFLOADING CARGO/10/2018/163

1. The Malawi Revenue Authority is an agency responsible for collecting and accounting for tax revenue on behalf of the Malawi Government. The Authority is inviting bids from eligible and tax compliant service providers for the provision of Loading and Off-loading of Goods at the MRA Inland Examination Center at Kanengo in Lilongwe.
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.
3. Bidders are required to provide the following information to prove that they are qualified for the award of contract:
  - Legal status of the bidder in accordance with the Laws of Malawi. This should include a copy of the Business Registration Certificate and/or Business Licence.
  - Tax Clearance Certificate for 2017-2018 Financial year
  - Location of place of business, contact address, cell and fixed line number
  - Company profile and profiles of key staff
4. A complete set of the bidding document shall be acquired upon payment of a non-refundable fee of **K10, 000.00** in cash or bank certified cheque. Bidding documents may be purchased from the **Cash Office on Floor Number 1 of Msonkho House, Blantyre.**
5. Bids must be deposited in the **Tender box on Second Floor Reception, of Msonkho House, Blantyre** at or before **15:00hrs** local time on **Friday, 30th November 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, 30th November 2018.**
6. 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