



Malawi Revenue Authority

INVITATION TO TENDER

INVITATION TO TENDER FOR THE SUPPLY AND DELIVERY OF NETWORKING MATERIALS FOR LOCAL AREA NETWORK (LAN) ENHANCEMENTS

Procurement Reference Number:
MRA/ ICT NETWORKING MATERIALS /2017/131

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 suppliers to the supply and delivery of Networking materials for LAN enhancements within various stations.
2. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement Act (2003) and Regulations of the Government of the Republic of Malawi and is open to all bidders from eligible source countries.
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 2016-2017 Financial year
 - Location of place of business, contact address, cell and fixed line number
 - Company and key staff profiles
 - Evidence of experience for the past 5 years and details of clients who may be contacted for further information
 - Evidence of adequate working capital and availability of financial resources which shall include most recent bank statements for a period of 3 months and audited financial statements for the past 3 years.
4. It is the responsibility of each bidder to ensure that the tender(s) submitted is/are in accordance with the “**Instruction to Bidders**” contained in the tender documents, as noncompliance to the instructions will lead to disqualification and rejection of the tender
5. 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 Msonkho House, Blantyre.**
6. Bids must be deposited in the Tender box on Second Floor Reception, of Msonkho house, Blantyre at or before **15:00hrs** local time on **Thursday, 24th August, 2017.** Late bids shall be rejected. Bids shall be opened in the presence of the bidders’ representatives, who choose to attend the opening proceedings at **15.00hrs** on **Thursday, 24th August, 2017.**
7. Bids in sealed envelopes clearly marked and indicating the Procurement Reference Number should be addressed to:-

**The Chairperson, Internal Procurement 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