Malawi Revenue Authority

INVITATION TO TENDER

INVITATION TO TENDER FOR THE PROVISION OF CLEANING SERVICES (RE-ADVERTISED)

Procurement Reference Number:
MRA/CLEANING SERVICES/02/2017/124

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 Cleaning services at Malawi Revenue Authority Head office (Msonkho House) and other offices/ stations across the country.**

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.

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

4. 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.

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, 25th 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 **15.00 hrs** on **Friday, 25th August, 2017.**

6. 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