



**Malawi  
Revenue  
Authority**

# CORRIGENDUM

## PRE-QUALIFICATION OF SUPPLIERS, CONTRACTORS AND SERVICE PROVIDERS FOR 2023/2024 FINANCIAL YEAR

We would like to advise all applicants that the closing date for this Prequalification Notice has been extended from 10<sup>th</sup> July, 2023 to 31<sup>st</sup> July, 2023. The rest of the information remains the same.

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 intends to develop a concise contractors, suppliers and services providers list to be used for purposes of Request for Quotations (RFQ) methods of procurement for the 2023/2024 financial year.
2. The Authority now invites tax compliant bidders for expression of interest to be prequalified for the supply and delivery of various goods, services and works as per the following categories:

CATEGORY NO.	DESCRIPTION
<b>A</b>	<b>GOODS</b>
1	ICT Equipment, Hardware materials, electronics and building materials
2	Office Furniture and fittings
3	Branded promotion materials
4	Personal Protective Equipment
5	Various stationery
6	2Ply Toilet Tissues
7	Cleaning materials
8	Refreshments
9	Promotional Materials
10	Printing Services
11	Kitchen ware products (Electrical appliances eg kettles, cookers and kitchen utensils e.g pots, cutlery etc)
12	Supply, delivery and servicing of fire-fighting equipment
13	Household beddings eg blankets, duvets
14	Tyres, tubes and batteries
<b>B</b>	<b>WORKS</b>
1	Maintenance of houses and offices
2	Electrical works
3	Plumbing works
4	Sewer management
5	Maintenance and Installation of blinds curtains
6	Car hire services
7	General maintenance of ICT equipment
8	Water proofing
9	Borehole maintenance (electrical and manual)
10	Supply & Maintenance of Aluminum Doors & and Windows
11	Supply & Maintenance of Window Panes

12	Maintenance and Repair of CCTV
13	Air Conditioner and Refrigeration Services
<b>C</b>	<b>SERVICES</b>
1	Accommodation and conference services
2	Decoration
3	Creative, advertising and branding services
4	Fumigation and Pest Control Services
5	Events management
6	Hiring of Chairs and Tents
7	Provision of Car Rental Services
8	Towing Services
9	Repair and maintenance of Money Counting Machines
10	Provision of Carpentry Services
11	Provision of Transport and Haulage Services

### 3. Prequalification Criteria

Interested contractors, suppliers and service providers should submit their application together with the following: -

- Business Registration Certificate
- Detailed profile of the company including name and profile of key staff, registered address, telephone number (s), business location, physical address and e-mail address.
- A copy of Tax registration certificate with MRA for newly registered companies
- A copy of the current Tax Clearance Certificate for companies that are more than one year old
- Valid PPDA certificates
- Provision of evidence of registration with NCIC and MERA (for works contractors where appropriate).
- A Copy of MSME Certificate
- A copy of coloured National Identification Card
- Certificate from Pesticides and Control Board for fumigation services

Interested contractors, suppliers and services providers should clearly indicate region of interest i.e. South, Central or North for works category.

### 4. SUBMISSION

The dateline for submission is **Monday, 31<sup>st</sup> July, 2023 at 15:00 hours.**

Prequalification documents must be deposited in tender box at MRA Head Office, Msonkho House, Blantyre Floor No.2 Reception Area envelopes clearly marked **PRE-QUALIFICATION OF CONTRACTORS, SUPPLIERS AND SERVICES PROVIDERS FOR 2023/2024 FY**, indicating the category applied for and addressed to:-

**The Chairperson  
Internal Procurement and Disposal Committee  
Malawi Revenue Authority  
P/Bag 247  
Blantyre**