



Malawi Revenue Authority

TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS AND CONTRACTORS FOR 2020/2021 FINANCIAL YEAR

1. The Malawi Revenue Authority is an agency responsible for collecting and accounting for tax revenue on behalf of the Malawi Government. The Authority intends to develop a concise list of contractors and suppliers to be used for purposes of Request for Quotation (RFQ) procurement method for the 2020/2021 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:

- A copy of Tax registration certificate and Tax Clearance Certificate for 2019- 2020 financial year
- Valid PPDA Certificate.
- Evidence of availability of working capital in form of copies of financial statements for 2018/2019 and 2019/2020 financial years, Bank reference letter or Bank statements for the past six months.

- Indication of annual business turnover.
- Provision of evidence of registration with NCIC and MERA (for works contractors where appropriate).
- Copies of national identification cards.
- A brief overview of the business and profile of its key staff
- **Interested suppliers/contractors should clearly indicate region of interest i.e. South, Centre or North for works category.**

4. SUBMISSION

The dateline for submission is **Thursday, 1st October 2020 at 15:00 hours.** Prequalification documents must be deposited in the **Tender box at MRA Head Office, Msonkho House, Blantyre, Floor No. 2 Reception Area**, clearly marked **PREQUALIFICATION OF SUPPLIERS AND CONTRACTORS FOR 2020/2021 FY**, indicating the category applied for and addressed to:

**The Chairperson
Internal Procurement and Disposal
Committee
Malawi Revenue Authority
Msonkho House
Private Bag 247
Blantyre**

CATEGORY	DESCRIPTION	DELIVERY POINT
A	GOODS	
1	ICT Equipment	MRA Warehouse at Ginnery Corner
2	Hardware, electrical and building materials	MRA Warehouse at Ginnery Corner
3	Office Furniture and fittings	MRA Warehouse at Ginnery Corner
B	WORKS	
1	Building Maintenance works	MRA Offices and houses across Malawi
2	Electrical Works	MRA Offices and houses across Malawi
3	Plumbing Works	MRA Offices and houses across Malawi
C	GENERAL SERVICES	
1	Air Travel services	MRA Head Office
2	Fumigation services	MRA Offices and houses across Malawi
	CREATIVE AND ADVERTISING SERVICES	
1	Digital Billboards	Across Malawi
2	Street light pole advert	Across Malawi
3	Photography (Still and Video)	Across Malawi
4	Comedy	Across Malawi

3. PREQUALIFICATION CRITERIA

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

- Business Registration Certificate
- Detailed profile of the business including name, registered address, telephone number(s), business location, physical address and e-mail address.