



Malawi Revenue Authority

INVITATION TO TENDER

PRE-QUALIFICATION OF SUPPLIERS AND CONTRACTORS FOR 2021/2022 FINANCIAL YEAR

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 list of contractors, suppliers and services providers to be used for purposes of Request for Quotations (RFQ) methods of procurement for the 2021/2022 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
A	GOODS
1	ICT Equipment, Hardware materials, electronics and building materials
2	Office Furniture and fittings
3	Branded promotion materials
4	Supply of Personal Protective Equipment
B	WORKS
1	Maintenance of houses and offices
2	Electrical works
3	Plumbing works
4	Sewer management
5	Maintenance, installation of blinds curtains
6	Car hire services
7	General maintenance of ICT equipment
8	Water proofing
9	Borehole maintenance (electrical and manual)
C	SERVICES
1	Accommodation and conference services
2	Air Travel services
3	Decoration
4	Creative, advertising and branding services
5	Fumigation Services
6	Air Conditioner and Refrigeration 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 Taxpayer Registration with MRA
- Valid PPDA certificate
- Provision of evidence of registration with NCIC and MERA (for works contractors where appropriate).
- A copy of National Identification Card
- Certificate from Pesticides and Control Board for fumigation services
- Those with past experience should give evidence of works/contracts performed in the recent past two years.

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, 23rd April 2021 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 2021/2022 FY**, indicating the category applied for and addressed to:-

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