



**Malawi
Revenue
Authority**

REQUEST FOR QUOTATION

CONSULTANCY FOR PROVISION OF EXTERNAL AUDIT SERVICES FOR MRA PENSION FUND

**PROCUREMENT REFERENCE NO. MRA/EXTERNAL AUDIT
FOR MRA PENSION FUND /31/01/2024**

The Malawi Revenue Authority (MRA) is an agency responsible for collecting and accounting for tax revenue on behalf of the Malawi Government. The MRA has budgeted funds from its annual budget for the procurement of consultancy for Provision of External Audit Services for MRA pension fund migration to a self-administered pension fund.

The Authority now invites sealed Quotations from service providers with suitable experience in consultancy services. Bidders will be expected to, among others, meet the following minimum requirements:

- The Lead Consultant must be a Chartered Accountant or Certified Chartered Auditor. Bidders must submit copies of academic qualifications as evidence of this.
- The Consultant must have a combined audit and/or accounting experience of at least 10 years (for supervisors) and 3 years (for Audit officers). Bidders must submit copies of curriculum vitae in support.
- Should be a compliant Taxpayer, evidenced by the current Tax Clearance Certificate issued by the Malawi Revenue Authority (MRA).
- Relevant professional certifications and memberships.

Evaluation will be based on the requirements stated in 2 above and other requirements in the Request for Quotation document.

Interested Consultants must submit their proposal in a sealed envelope clearly marked "**Provision of External Audit Services for MRA Pension Fund**" to the address below on or before **15:00 hours on Tuesday 6th February, 2024** and should be deposited in the tender box at the reception area on Second floor at Msonkho House Blantyre. A Commissionaire will be available on hand to provide assistance for purposes of submission only.

Request for Quotation documents for the services **SHALL** be requested via e-mail at scm@mra.mw or accessed on www.mra.mw or www.ppda.mw

**The Chairperson
Internal Procurement committee
Malawi Revenue Authority
Msonkho house
Private Bag 247**