



INVITATION TO TENDER
TENDER FOR THE SUPPLY AND DELIVERY OF 2020 CALENDARS,
NOTEPADS, FILE FOLDERS AND CHRISTMAS CARDS

MRA/CALENDARS/08/2019/181

1. The **Malawi Revenue Authority** is an agency responsible for collecting and accounting for tax revenue on behalf of the Malawi Government. The Authority has, therefore, budgeted public funds to be used for the procurement of Calendars, Note Pads, File Folders and Christmas Cards. The Authority now invites sealed bids from eligible bidders for the supply and delivery of the following;

Lot No.	Item Description	Qty	Delivery Period
1 (a)	2 Months to View Wall Calendars	3,000	4 – 6 weeks
(b)	12 Months to View Wall Calendars	3,000	4 – 6 weeks
2 (a)	A5 plus Executive Notepads	200	4 – 6 weeks
(b)	A5 plus Notepads	2000	4 – 6 weeks
3 (a)	File Folders	1500	4 – 6 weeks
(b)	Christmas Cards	1,500	4 – 6 weeks

2. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement Act and Regulations of the Government of the Republic of Malawi and is open to all bidders from eligible source countries. **Prospective bidders may bid for all lots or any one lot of their choice**
3. 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.**
4. Bids must be deposited in the Tender box on Second Floor Reception of Msonkho house, at or before **15:00hrs** local time on **Friday, 13 September 2019. 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, 13 September 2019.**
5. Bids in sealed envelopes clearly marked and indicating the Procurement Reference Number should be addressed to:-

**The Chairperson
Internal Procurement and Disposal 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