



Malawi Revenue Authority

# INVITATION TO TENDER

## INVITATION TO TENDER FOR REQUEST FOR PROPOSALS (RFP) FOR THE PROVISION OF DEVELOPMENT OF A CORPORATE BRAND STRATEGY AND BRAND MANUAL FOR THE MALAWI REVENUE AUTHORITY (MRA)

Procurement Ref: MRA/BRANDING STRATEGY/09/2019

### 1. Introduction

The Malawi Revenue Authority is an Agency responsible for collecting and accounting of tax revenue on behalf of the Malawi Government. The Authority has therefore budgeted public funds to be used for the procurement of consultancy services for the development of a corporate brand strategy and brand manual for the Malawi Revenue Authority, and now the Authority invites proposals for the Provision of consultancy service for the development of a corporate brand strategy and brand manual.

### 2. Request for Proposals

MRA seeks technical and financial proposals from reputable consulting firms for the provision of development of a corporate brand strategy and brand manual. Interested firms must provide information indicating that they are qualified to perform the assignment.

### 3. Selection

Selection of the successful firm(s) shall be in accordance with the Request for Proposal (RFP) procedures contained in the Public Procurement and Disposal of Assets Act and Regulations of the Government of the Republic of Malawi and is open to all bidders. Proposals shall be evaluated using the Quality Based Selection (QBS).

### 4. Terms of References (TORs)

A complete set of the Request for Proposal (RFP) document shall be acquired upon payment of a non-refundable fee of **K5, 000.00** in cash or bank certified cheque. RFP documents may be purchased from the Cash Office on Floor Number 1 of Msonkho House.

### 5. Proposal Submission

Completed copies of proposals in sealed envelopes clearly marked '**PROPOSAL FOR THE PROVISION OF DEVELOPMENT OF A CORPORATE BRAND STRATEGY AND BRAND MANUAL FOR MRA**' in two separate envelopes one marked 'Technical Proposal' and the other marked 'Financial Proposal' should be deposited in the Tender box on **Second Floor Reception, at Msonkho House Blantyre** at or before **15:00hrs local time on Thursday, 7th November 2019**. Late proposals shall be rejected. Proposals in separate 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**

### 6. Proposal Opening

Technical Proposals shall be opened in the presence of the bidders' representatives, who choose to attend the opening proceedings at **15.00 hrs on Thursday, 7th November 2019**.

MRA reserves the right to reject any or all proposals and is **not bound** to accept the lowest or any proposal but reserves the right to exercise choice of lowest evaluated, substantially responsive proposal.