



Malawi Revenue Authority

INVITATION TO TENDER

TENDER FOR THE PROVISION OF PROFESSIONAL COURSES TO CUSTOMS CLEARING AGENTS

Procurement Reference Number MRA/PCCCA/10/2020/1

1. The Malawi Revenue Authority (MRA) in conjunction with Indigenous Customs Clearing and Forwarding Agents Association (ICCAF) and the Clearing and Forwarding Agents Association of Malawi (CAFAAM) received support from the Global Alliance for Trade Facilitation (GATF) and wishes to procure the services of an institution of higher learning to provide training to Customs Clearing Agents in Malawi.
2. The Authority is now inviting bids from eligible and tax compliant training institutions of higher learning for the provision of training to Customs Clearing Agents in Malawi which will be designed in conjunction with the Malawi Revenue Authority.
3. Interested training institutions of higher learning, amongst other factors, must be registered with the Malawi Government and accredited by the National Council for Higher Education (NCHE) and must be able to do the following:
 - a) provide classroom and on line classes
 - b) provide weekdays and weekend classes
 - c) provide classes in all the three regions of Malawi
 - d) identify qualified lecturers/trainers
 - e) develop and store examination questions in an examination bank for a period of not less than three years
 - f) develop a curriculum on Customs Clearing Agents courses with the assistance from MRA and Clearing Agents Associations
 - g) issue certificates at the end of the courses
 - h) charge reasonable tuition fee in line with similar certificate courses in Malawi
 - i) administer examinations twice a year and provide supplementary examinations if required.
4. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement and Disposal of Assets Act (2017) and Regulations of the Government of the Republic of Malawi.
5. 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.
6. Completed bids must be deposited in the Tender box on Second Floor Reception, of Msonkho house, Blantyre at or before **15:00hrs** local time on **Thursday, 12th November 2020**. **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 Thursday, 12th November 2020**.

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.