



**Malawi
Revenue
Authority**

INVITATION TO BID (ITB)

TENDER FOR THE SUPPLY AND INSTALLATION OF VIDEO CONFERENCE EQUIPMENT

PROCUREMENT REF NO: MRA/VIDEO CONFERENCE
EQUIPMENT/05/07/2023 NATIONAL COMPETITIVE BIDDING (NCB)

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 has therefore budgeted funds to be used to procure Video Conference Equipment.
2. The Chairperson, Internal Procurement & Disposal Committee of the Malawi Revenue Authority (MRA) now invites sealed bids from eligible and qualified bidders for;

Item No	Description of Goods or Related Services	Location	Qty
1	Supply and Installation of Video Conference Equipment with 86-inch touchscreen	Msonkho House in Blantyre	2
2	Supply and Installation of Video Conference Equipment with 86-inch touchscreen	Institute for Tax Administration in Blantyre	1
3	Supply and Installation of Video Conference Equipment with 75-inch touchscreen	Msonkho House in Blantyre	1
4	Supply and Installation of Video Conference Equipment with 75-inch touchscreen	Zomba Domestic Office	1
5	Supply and Installation of Video Conference Equipment with 75-inch touchscreen	Lilongwe Regional Office x 1, Lilongwe Domestic Office x 1	2
6	Supply and Installation of Video Conference Equipment with 75-inch touchscreen	Mzuzu Regional Office	1

3. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement and Disposal of Assets Act (2017) and Public Procurement Regulations (2020) of the Government of the Republic of Malawi and is open to all bidders from eligible source countries.
4. A complete set of the bidding document shall be acquired upon payment of a non-refundable fee of **K5, 000.00 (Five Thousand Malawi Kwacha)** in cash or bank certified cheque or any convertible currency. Bidding documents may be purchased from the **Cash Office, Room 123, on Floor Number 1 of Msonkho House, Blantyre.**
5. Bids must be deposited in the tender box on second floor reception, **MRA Msonkho House, Blantyre** at or before **15.00hrs local time on Friday, 04th August, 2023.** 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, 04th August, 2023.**
6. Bids in sealed envelopes clearly marked and indicating the procurement reference number; **MRA/VIDEO CONFERENCE EQUIPMENT/05/07/2023** should be addressed to:-

**The IPDC 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.