



**Malawi
Revenue
Authority**

INVITATION TO TENDER

PRE-QUALIFICATION OF AIRTRAVEL SERVICE PROVIDERS FOR ONE YEAR

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 intends to prequalify service providers who shall be used to provide travel agency services for purposes of Request for Quotations (RFQ) methods of procurement for 12 months.
2. The Authority now invites tax compliant bidders for expression of interest to be prequalified for the **Provision of Air Travel Services**.

3. PREQUALIFICATION CRITERIA

Interested service providers should submit their application together with the following:-

- Business Registration Certificate
- A copy of MSME Registration Certificate
- Detailed profile of the company including name and profile of key staff, registered address, telephone number (s), business location, physical address and e-mail address.
- A copy of Tax registration certificate
- Valid PPDA certificates
- Indication of annual business turnover.
- A copy of National Identification Card of Business owner
- A list of at least **three** traceable organisations which the company has previously provided similar services to, supported by copies of Purchase Orders.

4. SUBMISSION

The dateline for submission is **Monday, 14th November, 2022 at 15:00 hours**.

Prequalification documents must be deposited in the **Tender Box** at MRA Head Office, Msonkho House, Blantyre Floor No.2 at the Reception Area in sealed envelopes clearly marked **PRE-QUALIFICATION OF AIRTRAVEL SERVICE PROVIDERS** and addressed to:-

**The Chairperson
Internal Procurement and Disposal Committee
Malawi Revenue Authority
P/Bag 247
Blantyre**