



MALAWI COMMUNICATIONS REGULATORY AUTHORITY

INVITATION FOR BIDS (IFB)

Provision of Repair and Maintenance Services for ICT Equipment and Air Conditioners on a Framework Agreement for the 2019-2020 Financial Year

1. The Malawi Communications Regulatory Authority (MACRA) has budgeted funds to be used for the provision of repair and maintenance services for ICT Equipment and Air Conditioners on a Framework Agreement for the 2019 – 2020 Financial Year.
2. **The Chairperson, Internal Procurement & Disposal Committee (IPDC)** now invites sealed bids from eligible bidders for the provision of repair and maintenance services for ICT Equipment and Air Conditioners for MACRA as follows:

#	Procurement Subject	Procurement Ref. No.	Delivery Period
1	Provision of maintenance and repairing services for ICT equipment	MACRA/IPDC/ADMIN-ICT/2019/06/05	12 Months
2	Provision of maintenance and repairing services for Air Conditioners	MACRA/IPDC/ADMIN-AIRC/2019/06/06	12 Months

3. Bidding shall be administered in accordance with the National Competitive Bidding (NCB) procedures as specified in the Public Procurement and Disposal of Public Assets Act, 2017 and its subsidiary legislation.
4. Interested eligible bidders may obtain further information and inspect bidding documents from MACRA's Procurement Department at the address given in

paragraph 7(i) below from **08:00 – 12:00 hrs, 13:00 to 16:00** local time (Monday to Friday) except on national public holidays.

5. A complete set of Bidding Documents in English language may be obtained by interested bidders at 7(ii) upon payment of a non-refundable fee of **MK5, 000.00**. The method of payment will be cash or Bank Certified cheque. The documents may be obtained in person by the prospective bidders.
6. Sealed bids must be submitted to the address at 7(iii) below at or before **15:00 hours on Thursday, 11th July, 2019**. Late bids shall be rejected and returned to the bidder unopened.
7. The address for inspection, purchase, submission and opening of bidding documents:

i) Inspection and Purchase of Bidding Documents

Malawi Communications Regulatory Authority (MACRA),
MACRA House,
9 Salmin Amour Road,
312225 Chichiri
Blantyre,
Malawi.

Attention: Head of Procurement & Supply Chain

Tel: +265 1883 611

E-mail: macrapdu@macra.org.mw

ii) Submission of Bidding Documents

The Chairman – Internal Procurement and Disposal Committee (IPDC),
Malawi Communications Regulatory Authority,
MACRA House,
9 Salmin Amour Road,
312225 Chichiri,
Blantyre,
Malawi.

iii) Opening of Bidding Documents

Malawi Communications Regulatory Authority (MACRA),
MACRA House,
Boardroom,
9 Salmin Amour Road,
312225 Chichiri,
Blantyre,
Malawi.

8. It is the responsibility of each bidder to ensure that the bids submitted are in accordance with the '**Instructions to Bidders**' contained in the tender documents, as non compliance to the instructions will lead to disqualification and rejection of the tender.
9. Bids shall be valid for a period of **120 days** after tender opening. This procurement subject is fully funded by **MACRA** and does not attract any payment or part thereof in any foreign currency.
- 10 Opening of Bids shall commence at **15:00 hours on Thursday, 11th July, 2019** in MACRA's corporate boardroom, where interested bidders, their representatives and the public are welcome to attend.
- 11 **MACRA** is not bound to accept the lowest or any bid but reserves the right to exercise choice of lowest evaluated, substantially responsive bid and can cancel the procurement proceedings at any stage.