



## **MALAWI COMMUNICATIONS REGULATORY AUTHORITY**

### **INVITATION FOR BIDS (IFB)**

#### **PROVISION OF AIR TRAVEL AGENCY SERVICES TO MACRA FOR THE 2019/2020 FINANCIAL YEAR**

<b>PROCUREMENT REFERENCE NO:      MACRA/IPDC/ADMIN-ATAS/2019/04/05</b>
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1. The Malawi Communications Regulatory Authority (MACRA) set aside funds to be used for the provision of **Air Travel Agency Services**.
2. **The Chairperson, Internal Procurement and Disposal Committee (IPDC)**, now invites sealed bids from eligible bidders for the Provision of **Air Travel Agency Services**.
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 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 shall 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 **Wednesday 15<sup>th</sup> May, 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

Ginnery Corner

Salmin Amour Road

P/Bag 261

Blantyre

Malawi

**Attention: Procurement Specialist**

Tel: +265 1883 611

E-mail: [procurement@macra.org.mw](mailto:procurement@macra.org.mw)

**ii) Submission of Bidding Documents**

The Chairman – Internal Procurement Committee (IPC)

Malawi Communications Regulatory Authority (MACRA)

MACRA House

Ginnery Corner

Salmin Amour Road

P/Bag 261

**BLANTYRE**

**iii) Opening of Bidding Documents**

Malawi Communications Regulatory Authority (MACRA)

MACRA House

Boardroom Hall

Salmin Amour Road  
P/Bag 261

**BLANTYRE**

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 Wednesday 15<sup>th</sup> May, 2019** in MACRA's corporate boardroom, where interested bidders, their representatives and the general public are welcome to attend.
- 11 **MACRA** is not in any way 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.