



MALAWI COMMUNICATIONS REGULATORY AUTHORITY

INVITATION FOR BIDS (IFB)

SUPPLY AND DELIVERY OF POOL MOTOR VEHICLES FOR MACRA

PROCUREMENT REFERENCE NO: MACRA/IPC/ADMIN-VEH/2018/11

1. The Malawi Communications Regulatory Authority (MACRA) set aside funds to be used for the procurement of Pool Vehicles for the Authority.
2. **The Chairperson, Internal Procurement and Disposal Committee (IPDC)**, now invites sealed bids from eligible bidders for the supply and delivery of pool motor vehicles as highlighted below:

Lot #	Item Description	Quantity	Delivery Period
1	4 x 4 Double Cabin Pick Up with Canopy	1	6 Weeks
2	4 x 4 Single Cabin Pick-Up without Canopy	1	6 Weeks
3	4 x 4 Station Wagon	1	6 Weeks
4	Hard-Roof Station Wagon	1	6 Weeks

3. Bidding shall be administered in accordance with the National Competitive Bidding (NCB) procedures as specified in the Malawi Public Procurement Act, 2003 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 Tuesday 11th December, 2018**. 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

Attention: Procurement Specialist

Tel: +265 1883 611

E-mail: jngalawa@macra.org.mw

ii) Submission of Tender 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 Tender 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 **90 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 Tuesday, 11th December, 2018** 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.