



MALAWI COMMUNICATIONS REGULATORY AUTHORITY

INVITATION FOR BIDS (IFB)

PROVISION OF GENERAL INSURANCE BROKERAGE SERVICES TO MACRA

PROCUREMENT REFERENCE NO:	MACRA/IPDC/ADMIN-INSU/2019/04/01
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1. The Malawi Communications Regulatory Authority (MACRA) set aside funds to be used for the provision of **General Insurance Brokerage Services**.
2. **The Chairperson, Internal Procurement Committee (IPC)**, now invites sealed bids from eligible bidders for the Provision of General Insurance Brokerage 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 Hours, 13:00 to 16:00 Hours** 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 15th 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

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 **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, 15th 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.