



## MALAWI COMMUNICATIONS REGULATORY AUTHORITY

### REQUEST FOR PROPOSALS (RFP)

## DEVELOPMENT OF MACRA WEBSITE

PROCUREMENT REFERENCE NO:      MACRA/IPC/COMM-WEB/2018/11

1. The Malawi Communications Regulatory Authority (MACRA) has budgeted funds to be used for procuring consultancy services for the Development of MACRA Website.
2. **The Chairperson, Internal Procurement and Disposal Committee (IPDC)**, now invites sealed Technical and Financial Proposals from individual and reputable consultants for the Development of MACRA Website
3. **Terms of Reference (TOR)**  
Detailed Terms of Reference (TORs) are available from MACRA House, Salmin Armour Road, Private Bag 261 Blantyre Malawi
4. **Selection**  
The prospective consultant shall selected in accordance with the Quality Based Selection (QBS) procedures as set out in the Government of Malawi Procurement Guidelines: ***“Request for Proposals Document for the Procurement of Consultancy Services”***

5. Interested eligible bidders may obtain further information and inspect RFP documents from MACRA's Procurement Department at the address given in paragraph 8(i) below from **08:00 – 12:00 hrs, 13:00 to 16:00** local time (Monday to Friday) except national public holidays.
6. A complete set of RFP Documents in English language may be obtained by interested bidders at 8(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.
7. Sealed Technical and Financial proposals in separate envelopes must be submitted to the address at 8(iii) below at or before **15:00 hours on Tuesday 11<sup>th</sup> December, 2018**. Late proposals shall be rejected.
8. The address for inspection, purchase, submission and opening of RFP documents:

**i) Inspection and Purchase of Bidding Documents**

Malawi Communications Regulatory Authority (MACRA)  
MACRA House  
Ginnery Corner  
9 Salmin Amour Road  
P/Bag 261  
Blantyre  
Malawi  
**Attention: Procurement Specialist**  
Tel: +265 1883 611  
E-mail: [jngalawa@macra.org.mw](mailto:jngalawa@macra.org.mw)

**ii) Submission of Bidding Documents**

Chairman – Internal Procurement Committee (IPC)  
Malawi Communications Regulatory Authority (MACRA)  
MACRA House  
Ginnery Corner  
9 Salmin Amour Road

P/Bag 261

**BLANTYRE**

**iii) Opening of Bidding Documents**

Malawi Communications Regulatory Authority (MACRA)

MACRA House

Boardroom Hall

9 Salmin Amour Road

P/Bag 261

**BLANTYRE**

9. It is the responsibility of each consultant to ensure that the proposals submitted are in accordance with the **Instructions** contained in the RFP documents, as no compliance to the instructions will lead to disqualification and rejection of the proposals.
10. Proposals shall be valid for a period of **90 days** after proposal opening. This procurement subject is fully funded by **MACRA** and does not attract any payment or part thereof in any foreign currency.
11. Opening of proposals shall commence at **15:00 hours on Tuesday 11<sup>th</sup> December, 2018** in MACRA's corporate boardroom, where interested bidders, their representatives and the general public are welcome to attend.
12. **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.