



**MALAWI COMMUNICATIONS REGULATORY  
AUTHORITY**

**INVITATION FOR BIDS (IFB)**

**DESIGNING, PRINTING, SUPPLY AND DELIVERY OF 2020 WALL  
CALENDARS, EXECUTIVE BUSINESS DIARIES, A5 EXECUTIVE  
NOTEPADS AND DESK BLOTTERS**

**PROCUREMENT REFERENCE NO: MACRA/IPDC/COMMS-CDNB/2019/08/01**

1. The Malawi Communications Regulatory Authority (MACRA) set aside funds to be used for the procurement of the **Designing, Printing, Supply and Delivery of 2020 Wall Calendars, Executive Business Diaries, A5 Executive Notepads and Desk Blotters.**
2. **The Chairperson, Internal Procurement Committee (IPC),** now invites sealed bids from eligible bidders for the **Designing, Printing, Supply and Delivery of 2020 Wall Calendars, Executive Business Diaries, A5 Executive Notepads and Desk Blotters.**
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 Friday, 20<sup>th</sup> September, 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  
9 Salmin Amour Road  
P/Bag 261  
Blantyre

**Attention: Head of Procurement & Supply Chain**

Tel: +265 1 810 497

Fax: +265 1 812 890

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

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

**ii) Submission of Tender Documents**

**THE CHAIRPERSON**

Internal Procurement and Disposal Committee (IPDC)

Malawi Communications Regulatory Authority (MACRA)

MACRA House  
Ginnery Corner  
9 Salmin Amour Road  
P/Bag 261  
**BLANTYRE**

**iii) Opening of Tender Documents**

Malawi Communications Regulatory Authority (MACRA)  
MACRA House  
Boardroom Hall  
9 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 Friday, 20<sup>th</sup> September, 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 where necessary can cancel the procurement proceedings at any stage.