



**Malawi
Revenue
Authority**

INVITATION TO BID (ITB)

SUPPLY AND DELIVERY OF EXCLUSIVE TONERS UNDER FRAMEWORK AGREEMENT FOR 12 MONTHS FROM 2024 - 2025

Procurement Reference Number: MRA/EXCLUSIVE
TONERS/12/04/2024

NATIONAL COMPETITIVE BIDDING (NCB)

1. The Malawi Revenue Authority (MRA) is an agency responsible for collecting and accounting for tax revenue on behalf of the Malawi Government. The Authority has budgeted funds to be used for procurement of exclusive toners under framework agreement for 12 months from 2024 - 2025.
2. The Authority now invites sealed bids from eligible and compliant bidders for the supply and delivery of the following:

Lot No.	Description	Quantity	Delivery Period
1	Supply and Delivery of Xerox Toners	As and when required	7 days after issuance of LPO
2	Supply and Delivery of Canon Toners	As and when required	7 days after issuance of LPO
3	Supply and Delivery of Sharp Toners	As and when required	7 days after issuance of LPO
4	Supply and Delivery of Gestetner Toners	As and when required	7 days after issuance of LPO
5	Supply and Delivery of Kyocera Toners	As and when required	7 days after issuance of LPO

3. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement and Disposal of Assets Act (2017) and Public Procurement Regulations (2020) of the Government of Malawi and is open to all bidders in Malawi.
4. A complete set of bidding documents shall be acquired upon payment of a non-refundable fee of **K10,000.00 (Ten Thousand Kwacha)** in cash or bank certified cheque. Bidding documents may be purchased from the **Cash Office, Room 123, Floor Number 1 of Msonkho House, Blantyre.**
5. Bids must be deposited in the tender box on **2nd Floor Reception, Msonkho House, Blantyre** at or before **15:00hrs** local time on **Friday 10th May, 2024**. Late bids shall be rejected. bids shall be opened in the presence of bidders' representatives, who choose to attend the opening proceeding from **15:00hrs** on **Friday 10th May, 2024**.

Bids in sealed envelopes clearly marked and indicating the procurement reference number: MRA/EXCLUSIVE TONERS/12/04/2024 should be addressed to:

The IPDC Chairperson
Internal Procurement and Disposal Committee
Malawi Revenue Authority
Msonkho House
Private Bag 247
Blantyre

MRA reserves the right to reject any or all bids and is not bound to accept the lowest or any bidder.