



Regulating Energy for Sustainable Development

Invitation for Bids (IFB)

Request for Proposal

National Competitive Bidding

Procurement title: Supply and Delivery of ICT Equipment

Procurement Reference Number: MERA2/03/25/ICT/EQUIP/024

Date of Issue: Thursday, 13 March 2025

1. Malawi Energy Regulatory Authority (MERA) is an energy sector regulator established under the Energy Regulation Act of 2004.
2. MERA now invites sealed bids from eligible bidders for Procurement of ICT Equipment (Laptops) as follows:

Procurement Ref. Number	Description of Goods or Related Services	Location	Delivery Period
MERA2/03/25/ICT/EQUIP/024	Supply and Delivery of ICT Equipment	MERA Complex (Next to Civic Offices)	4 weeks from the date of order.

3. The interested eligible bidders may obtain further information and inspect the bidding document from MERA Procurement Unit at MERA Complex, 2nd Floor, Lilongwe 3, from 09:00 to 12:00 and 13 to 16:30 hours local time from Monday to Friday except public holidays and weekends.
4. A complete set of bidding documents (soft copies) with technical specifications in English language can be obtained from MERA's Accounts Section and Procurement Unit, or through the following numbers: 0881004259; 0993050310 upon payment and proof of receipt of a non-refundable fee of MK5,000.00 to be deposited at the following Commercial Banks:

Name of Bank : National Bank of Malawi
Account Name : Malawi Energy Regulatory Authority
Account Number : 1276848
Branch : Capital City

Name of Bank : Standard Bank
Account Name : Malawi Energy Regulatory Authority
Account Number : 9100001931157
Branch : Capital City

5. Bidding will be conducted in accordance with the Open Tendering procedures as contained in the Public Procurement and Disposal of Assets Act No. 27 of 2017 and is open to all eligible bidders.
6. Sealed envelopes clearly marked "Procurement of ICT Equipment (Laptops)" should be deposited in the Tender Box placed at the Ground Floor Reception before 10:00hrs on Wednesday, 3 April 2025 to the address below:

The Chairperson
Internal Procurement and Disposal Committee
Malawi Energy Regulatory Authority (MERA)
MERA Complex, Next to Civic Offices, Capital City
P/Bag 8496
LILONGWE 3.

7. Envelopes will be opened in the presence of the bidders' representatives who choose to attend at 10:00hrs on Wednesday, 3 April 2025 in the MERA Auditorium at MERA Head Office near Civic Offices in City Centre.
8. "Late bids shall be rejected!"