



Regulating Energy for Sustainable Development

Invitation for Bids (IFB)

Request for Proposal

National Competitive Bidding

Procurement title: Consultancy to Review the MERA Performance Management System to Transition to Balance Score Card (BSC) Approach

Procurement Reference Number: MERA2/03/25/PMS/2024-2025
Date of Issue: 27 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 Consultancy to Review the MERA Performance Management System to Transition to Balance Score Card (BSC) Approach

Procurement Ref. Number	Description of Services or Related Goods	Location	Delivery Period
MERA2/03/25/PMS/2024-2025	Consultancy to Review the MERA Performance Management System to Transition to Balance Score Card (BSC) Approach	MERA Complex	90 (Ninety) Calendar Days

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 Cash Office and Procurement Unit or through the following numbers: **0995050310 / 0881004259**; 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 : 9100003331137
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 **"Consultancy to Review the MERA Performance Management System to Transition to Balance Score Card (BSC) Approach"** should be deposited in the Tender Box placed at the Reception, Ground Floor before **10:00hrs on 16 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 B496
LILONGWE 3.

7. Envelopes will be opened in the presence of the bidders' representatives who choose to attend at **10:00hrs on 16 April 2025** at MERA Head Office near CIVIC Offices in City Centre.
8. Late bids shall be rejected.