



**Malawi  
Revenue  
Authority**

# INVITATION TO BID

## FRAMEWORK AGREEMENT FOR PROVISION OF GENERAL MAINTENANCE WORKS AND SERVICES FOR 12 MONTHS

### NATIONAL COMPETITIVE BIDDING

PROCUREMENT REFERENCE NUMBER: MRA/MAINTENANCE WORKS AND SERVICES//11/06/2025

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1. The Malawi Revenue Authority is an agency responsible for the collection and accounting of tax revenue on behalf of the Malawi Government. The Authority has budgeted funds for the procurement of various maintenance works and services for its offices nationwide.
2. The Authority now invites sealed bids from eligible and compliant contractors for the provision of general maintenance works and services under a non-priced framework agreement for a period of 12 months as follows:

NO	DESCRIPTION	PERIOD
1	Plumbing maintenance works and services (e.g., fixing tap leakages, toilet leakages, burst pipes).	12 Months
2	Carpentry and joinery work (roofing, glazing, fixing doors and windows and ceiling)	12 Months
3	Electrical maintenance works and services, Air conditioners service and repair, fixing cookers, fridges, microwaves, faulty gensets, and other electrical-related issues.	12 Months
4	Waterproofing works (concrete and iron sheets)	12 Months
5	Builders' works (plastering, painting, surface water drainage).	12 Months
6	Supply and Delivery of Fire Fighting Equipment	12 Months
7	Foul water drainage (septic tank desludging, unblocking sewer line, replacement of manhole covers)	12 Months

3. The bidding process shall be conducted in full compliance with the provisions of Public Procurement and Disposal of Public Assets Act (2025) and its subsidiary Legislations. Participation is open to all eligible contractors.
4. Interested eligible bidders may obtain further information from the Procurement and Disposal Unit at the following address: **MRA Msomkho House, Private Bag 247, Blantyre**, email address: [scm@mra.mw](mailto:scm@mra.mw)
5. Interested bidders **MUST** enclose the following requirements to be considered for selection:
  - Name(s) and contact details of the business owner(s)
  - Comprehensive Company profile with business address, valid phone numbers and email addresses

- Name of the authorized signatory of the supplier
- Valid MRA Tax Compliance Certificate (MRA Authenticated)
- Valid Public Procurement and Disposal of Assets Authority (PPDA) Registration Certificate
- Registration Certificate of the supplier (Registrar of Companies)
- Addresses of previous clients that may provide references if contacted by the Procuring Entity
- Evidence of access to financial resources (Audited Accounts, Bank Statements, Current Lines of Credit from the bidder's commercial bank)
- Proof of good performance for (similar works or services) the past three years (4 reference letters from reputable organizations, or attach copies of LPOs or Contracts awarded)
- NCIC Certificate
- Signed application letter for pre-qualification.

6. Applicants can apply for one or more categories depending on their capabilities and they must not combine different categories under one submission as that will lead to disqualification.
7. Sealed Applications clearly marked "**Framework Agreement for General Maintenance Works and Services**" indicating the Category of goods and services being applied for should be submitted in **hard copies only** to the address indicated in (10) below.
8. The applications should be delivered at MRA Msomkho House, Floor No 2, Reception on or before **Tuesday, 24th June, 2025 at 14:00 Hours** local time, at which time they will be opened in MRA Board room, room number 214. Late and incomplete submissions will be disqualified. Bidders 'or representatives who choose to attend the public opening session shall be allowed to enter the Conference Room.
9. Malawi Revenue Authority is not in any way bound to accept any applications but reserves the right to reject any or all applications and cancel the procurement proceedings at any stage.
10. The address for submission is:

**The Chairperson  
Internal Procurement and Disposal of Asset Committee  
Malawi Revenue Authority  
Msomkho House  
Private Bag 247, Blantyre**