



Digital Inclusion for All

INVITATION FOR BIDS (IFB)

DATE OF ISSUE: 4th JULY 2025

SUPPLY AND DELIVERY OF INFORMATION TECHNOLOGY (IT) EQUIPMENT

PROCUREMENT REFERENCE NO: MACRA-USF/IPDC/IT-EQUIP/2025/06/01

1. The Malawi Communications Regulatory Authority (MACRA) through the Universal Service Fund has set aside funds to be used for the procurement of Information Technology (IT) Equipment.
2. The Chairperson, Internal Procurement and Disposal Committee (IPDC), now invites sealed bids from eligible bidders for the supply and delivery of Information Technology (IT) Equipment
3. Bidding shall be administered in accordance with the National Competitive Bidding (NCB) procedures as specified in the Malawi Public Procurement and Disposal of Public Assets Act, 2025, 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 hours, 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 MK10, 000.00. The method of payment shall be cash or Bank Deposit using the following banking details

Account Name MACRA
Account Number 900494
Branch Chichiri National Bank

Interested bidders or their representatives are advised to bring an original deposit slip as proof of payment. The documents may be obtained in person from MACRA Head Offices in Blantyre and its branch offices in **Area Lilongwe Area 13**.

6. Sealed bids must be submitted to the address at 7(iii) below at or before **10:00 hours** on **Wednesday 23rd July 2025**. 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)
Area 13

Green Heritage House
P.O. Box 30214
Capital City
LILONGWE 3
Attention: Head of Procurement & Supply Chain
E-mail: procurement@macra.mw

ii) Submission of Tender Documents
THE CHAIRPERSON
Internal Procurement Committee (IPDC)
Malawi Communications Regulatory Authority (MACRA)
Malawi Communications Regulatory Authority (MACRA)
Area 13

Green Heritage House
P.O. Box 30214
Capital City
Lilongwe 3
MALAWI

iii) Opening of Tender Documents
Malawi Communications Regulatory Authority (MACRA)
Area 13
Green Heritage House
P.O. Box 30214
Capital City
LILONGWE 3

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. The opening of Bids shall commence at **10:00 hours** on **Wednesday 23rd July 2025** 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 the choice of lowest evaluated, substantially responsive bid and can cancel the procurement proceedings at any stage.