



Regulating Energy for Sustainable Development

# INVITATION FOR BIDS (IFB)

## Request for Proposal National Competitive Bidding

Procurement title : Consultancy to Develop MERA's Business Continuity Plans and Disaster Recovery Plans  
Procurement Reference No. : MERA02/AUD/CS/BCP-DRP/2024/25/02  
Date of Issue : 20 August 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 Develop MERA's Business Continuity Plans and Disaster Recovery Plans** as follows.

3

| Procurement Ref. Number          | Description of Services or Related Goods                                            | Location     | Delivery Period          |
|----------------------------------|-------------------------------------------------------------------------------------|--------------|--------------------------|
| MERA02/AUD/CS/BCP-DRP/2024/25/02 | Consultancy to Develop MERA's Business Continuity Plans and Disaster Recovery Plans | MERA Complex | 60 (Sixty) Calendar Days |

4. 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.
5. 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: 0881004259; 0995050310 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

6. 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.
7. Sealed envelopes clearly marked "**Consultancy to Develop MERA's Business Continuity Plans and Disaster Recovery Plans**" should be deposited in the Tender Box placed at the Reception, Ground Floor before **10:00hrs** on **09 September 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.**

8. Envelopes will be opened in the presence of the bidders' representatives who choose to attend at **10:00hrs** on **09 September 2025** in the **MERA Head Office' Auditorium**.
9. Late bids shall be rejected.