



Regulating Energy for Sustainable Development

INVITATION FOR BIDS (IFB)

Request for Proposal National Competitive Bidding

Procurement title : Consultancy for Supply and Configuration of Audit Software
Procurement Reference No. : MERA02/NCB/CS/AUD-SW/2024/25/01
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 for Supply and Configuration of Audit Software** as follows.

Description of Services or Related Goods	Location	Delivery Period
Consultancy for Supply and Configuration of Audit Software	MERA Complex	30 (Thirty) 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 13:00 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: **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

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 for Supply and Configuration of Audit Software"** 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.

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