



INVITATION TO BID

TENDER FOR THE PROCUREMENT OF CALENDARS AND NOTEPADS FOR 2026

Procurement Reference Number: MRA/Calendars and Notepads/08/09/2025

Date of Issue: Monday, 08th September, 2025

1. The Malawi Revenue Authority (MRA) is an agency responsible for collecting and accounting for tax revenue on behalf of the Malawi Government. The Authority has therefore budgeted funds to be used for the procurement of calendars and notepads for 2026.
2. The Chairperson, Internal Procurement & Disposal Committee of the Malawi Revenue Authority (MRA) now invites sealed bids from eligible and qualified bidders for the procurement of calendars and notepads for 2026.
3. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement and Disposal of Assets Act (2025) of the Government of the Republic of Malawi and is open to all bidders from eligible source countries.
4. A complete set of the bidding document shall be acquired upon payment of a non – refundable fee of **K10,000.00 (Ten Thousand Malawi Kwacha)** in cash or bank certified cheque or any convertible currency. Bidding documents may be purchased from the **Cash Office, Room 123 on floor number 1 of Msonkho House, Blantyre.**
5. Requests for clarification from bidders to MRA shall be made no later than **Monday, 15th September, 2025**
6. Bids must be deposited in the tender box on second floor reception, **MRA Msonkho House, Blantyre at or before 15:00 hrs, local time on Monday, 29th September, 2025.** Late bids shall be rejected. Bids shall be opened in the presence of the bidders' representatives, who choose to attend the opening proceedings at **15:00 hrs on Monday, 29th September, 2025.**
7. Bids in sealed envelopes clearly marked and indicating the procurement reference number: **MRA/Calendars and Notepads /08/09/2025** should be addressed to:-

**The IPDC Chairperson
Internal Procurement and Disposal Committee
Malawi Revenue Authority
Msonkho House
Private Bag 247,
Blantyre**

MRA reserves the right to reject any or all the bids and is **Not bound** to accept the lowest or any bidder