



## INVITATION TO BID

### TENDER FOR THE PROCUREMENT OF ICT WORKING TOOLS

**PROCUREMENT REFERENCE NUMBER: MRA/ASSORTED ICT  
EQUIPMENT/22/09/2025**

**DATE OF ISSUE: 22ND SEPTEMBER, 2025**

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 budgeted funds to be used for the procurement of Assorted ICT Equipment.

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 the following Assorted ICT Equipment:

<b>Lot NO.</b>	<b>Description Of Goods Or Related Service</b>	<b>Quantity</b>	<b>Unit Of Measure</b>
1	Senior Management Laptop	20	Each
2	Executive Management Laptop	10	Each
3	Specialized Laptops	70	Each
4	General Purpose Laptops (A)	79	Each
5	General Purpose Laptops (B)	79	Each
6	General Purpose Laptops (C)	79	Each
7	Desktop Computers (A)	97	Each
8	Desktop Computers (B)	97	Each
9	All -In-One Desktop Computers	50	Each
10	All -In-One Desktop Computers	50	Each
11	Heavy Duty B/W Printers	19	Each
12	Heavy Duty B/W Printers	19	Each
13	Heavy Duty Color Printers	5	Each
14	Medium-Duty - Printers	8	Each
15	Light - Duty Printers	23	Each
16	Cisco Router	14	Each
17	a)Layer 3 Network Switch	5	Each
	b)Layer 2 Network Switch	10	Each

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.

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**.

Requests for clarification from bidders to MRA shall be made no later than **6th October 2025**

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 **13th October, 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 13th October 2025**.

Bids in sealed envelopes clearly marked and indicating the procurement reference number: **MRA/Assorted ICT Equipment/22/09/2025** 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