



**INVITATION FOR BIDS (IFB)**

**NATIONAL COMPETITIVE BIDDING (NCB)**

**SUPPLY AND DELIVERY OF ASSISTIVE TECHNOLOGIES FOR  
THE PWD PROJECT UNDER THE UNIVERSAL SERVICE FUND  
(USF)**

**ISSUE DATE: 8<sup>TH</sup> JANUARY 2024**

**REFERENCE NO: MACRA/IPDC/USF/AT-PWD/2024/01**

1. The **MALAWI COMMUNICATIONS REGULATORY AUTHORITY (MACRA)** under the Universal Service Fund (USF) has set aside funds to be used for the Supply and Delivery of Assistive Technologies for the PWD Project under the Universal Service Fund (USF)
2. **The Chairperson, Internal Procurement and Disposal Committee (IPDC)**, now invites sealed bids from eligible bidders for the Supply and Delivery of the Supply and Delivery of Assistive Technologies for the PWD Project under the Universal Service Fund (USF) as highlighted below;

**Table 1: SUMMARY OF LOTS**

| <b>Lot #</b> | <b>Item Description</b>                                     | <b>Quantity</b> | <b>Delivery Period</b> |
|--------------|---|-----------------|------------------------|
| 1            | Supply and Delivery of All-in-One Desktop Computers         | 80              | 4 Weeks                |
| 2            | Supply and Delivery of UPS under PWD Project                | 80              | 4 Weeks                |
| 3            | Supply and Delivery of 3 in 1 printer under the PWD Project | 8               | 4 Weeks                |

3. Bidding shall be administered in accordance with the National Competitive Bidding (NCB) procedures as specified in the Public Procurement and Disposal of Public Assets Act, 2017 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 hours** local time (Monday to Friday) except national public holidays.
5. A complete set of Bidding Documents in the 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 bank details

|                       |                                     |
|-----------------------|-------------------------------------|
| <b>Bank</b>           | <b>National Bank of Malawi</b>      |
| <b>Branch</b>         | <b>Chichiri Branch</b>              |
| <b>Account Name</b>   | <b>Universal Service Fund (USF)</b> |
| <b>Account Type</b>   | <b>Current Account</b>              |
| <b>Account Number</b> | <b>1006742056</b>                   |

**Proof of payment should be provided in person or be sent through the following email [procurement@macra.mw](mailto:procurement@macra.mw). The complete bidding documents may be obtained in person or through email upon confirmation of payment.**

6. Sealed bids must be submitted to the address at 7(iii) below at or before **10:00 hours on Wednesday, 7<sup>th</sup> February 2024**. 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)  
1<sup>st</sup> Floor Green Heritage House Area 13  
2 Khonje Close  
P.O. Box 30214  
Capital City  
Lilongwe 3  
207213  
**MALAWI**

**Attention: Head of Procurement & Supply Chain**

E-mail: [procurement@macra.mw](mailto:procurement@macra.mw)

**ii) Submission of Tender Documents**

**THE CHAIRPERSON**

Malawi Communications Regulatory Authority (MACRA)  
1<sup>st</sup> Floor Green Heritage House Area 13  
2 Khonje Close  
P.O. Box 30214

Capital City  
Lilongwe 3  
207213  
**MALAWI**

**iii) Opening of Tender Documents**

Malawi Communications Regulatory Authority (MACRA)  
1st Floor Green Heritage House Area 13  
2 Khonje Close  
P.O. Box 30214  
Capital City  
Lilongwe 3  
207213  
**MALAWI**

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 noncompliance 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 Opening of Bids shall commence at **10:00 hours on Friday 9<sup>th</sup> February 2024** 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 choice of the lowest evaluated, substantially responsive bid and where necessary can cancel the procurement proceedings at any stage.