



Malawi Investment and Trade Centre (MITC)

REQUEST FOR PROPOSALS

Date of Issue: Friday ,30th June ,2023

1. **Background:** The Malawi Investment and Trade Centre (MITC) is a statutory body established by an act of Parliament, the Investment and Export Act of 2012, to promote investment and exports in Malawi
2. **Malawi Investment and Trade Centre** has received funding towards the development of Chigumula Industrial site. MITC therefore intends to use part of the funds towards the cost of consultancy services for the **Supervision services for the Upgrading of Access Roads to Bitumen Standard and construction of Waste Water Treatment Infrastructure at Chigumula Industrial Site in Blantyre**
3. **MITC now invites proposals to provide consultancy services for the Supervision services for the Upgrading of Access Roads to Bitumen Standard and Construction of Waste Water Treatment Infrastructure at Chigumula Industrial Site in Blantyre, Ref No: MITC/IPDC/SEZ/SWR/CG09/023**
4. Bidding will be conducted in accordance with Open Tendering procedures contained in the Public Procurement and Disposal of Assets Act No.17 of 2017 and Public Procurement Regulations ,2004 of the Government of the Republic of Malawi.
5. Interested eligible bidders may obtain further information and inspect the Request for Proposal (RFP) Document from **MITC's Procurement and Disposal Unit** at the address given in paragraph 9(a) below **from 08:00 to 12:00hours, 13:00 to 16:00hours local time** (Monday to Friday) except on Public Holidays.
6. A complete set of RFP Document in English shall be purchased by interested bidders upon payment of a **non-refundable fee of Twenty Thousand Kwacha only (MK20,000.00)** Bidders are required to make direct deposit into the following account
7. Account Name: **MITC Industrial Park**
Bank: **National Bank of Malawi**
Account Number: **1008285507**
Account Type: **Current Account**
Branch: **Capital City**

Bidders are required to get a receipt from MITC Accounts Office upon producing the bank deposit slip before getting the Bidding Document from Procurement and Disposal Unit.

8. MITC shall hold a Compulsory Pre-Bid meeting and Site Visit on, **Friday, 7th July, 2023 @ 10.00 am at Chigumula park site.**
9. A complete set of Bidding Document in English language may be obtained by interested bidders at the address given in paragraph 6(a) below.
10. Sealed bids, clearly marked on the outer envelope with “**Tender Description and Reference Number**” must be deposited in the Tender Box at the address in paragraph 9(b) below **at or before 14:00 Hours (local time) on Thursday, 20th July 2023.** Late bids shall be rejected and returned to the bidder unopened.
11. The addresses referred to above are:
 - (a) *Inspection and Issuing of the Bidding Documents:*
The Procurement and Disposal Unit
Malawi Investment and Trade Centre
Aquarius House, Convention Drive, Lilongwe
Attention: Procurement Officer
Tel : +265 0 986 531 131/0 885 568 571
E-mail : procurement @mitc.mw
 - (b) *Submission of Tender Documents:*
The Chairperson
Internal Procurement and Disposal Committee
Malawi Investment and Trade Centre
Aquarius House – Reception
Private Bag 302
Lilongwe 3
 - (c) *Opening of Tender Documents:*
Malawi Investment and Trade Centre
Aquarius House – Main Board Room
Convention Road
Private Bag 302
Lilongwe 3
12. It is the responsibility of each bidder to ensure that the bids submitted are in accordance with the ‘Instruction to Bidders’ contained in the Tender Documents, non-compliance to the instructions will lead to disqualification and rejection of the bid.
13. Opening of Bids shall commence at **14:00hours on Thursday, 20th July, 2023** in MITC’s main boardroom, interested bidders, their representatives and the general public are welcome to attend.
14. MITC 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 procurement proceedings may be cancelled at any stage.