



Government of Malawi



Malawi Investment and Trade Centre

## **REQUEST FOR PROPOSALS FOR CONSULTANCY SERVICES TO DEVELOP REGULATIONS FOR THE SPECIAL ECONOMIC ZONE BILL**

**Procurement Reference No.: MITC/PDU/SEZ/2022**

**Date of Issue: Wednesday, 15th December, 2021**

1. **Background:** The Ministry of Industry in close collaboration with Ministry of Trade and Malawi Investment and Trade Centre (MITC) received funding from the Government of Malawi for the implementation of Special Economic Zones (SEZ) Project in Malawi. MITC therefore intends to use part of the funds towards the cost of recruiting a consulting firm to develop regulations for SEZ Bill.
2. **MITC** now invites proposals to provide consultancy services for the development of regulations for SEZ Bill, **Ref No: MITC/PDU/SEZ/2022**
3. 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.
4. 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.
5. A complete set of RFP Document in English shall be purchased by interested bidders upon payment of a **non-refundable fee of Seven Thousand Kwacha only (MK7,000.00)** to the following banking details:

Account Name: **MITC Trade Fees**

Bank: **National Bank of Malawi**

Account Number: **1000298804**

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.

6. A complete set of Bidding Document in English language may be obtained by interested bidders at the address given in paragraph 6(a) below.
7. 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 Monday, 17<sup>th</sup>, January, 2022**. Late bids shall be rejected and returned to the bidder unopened.
8. 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 1 771 315**

**E-mail : jnkhwazi @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**

9. 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.
10. Opening of Bids shall commence at **14:00hours** on **Monday, 17<sup>th</sup> January 2022** in MITC's main boardroom, interested bidders, their representatives and the general public are welcome to attend. **STRICT COVID MEASURES SHALL APPLY**
11. 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.