



## RESERVE BANK OF MALAWI

### PROCUREMENT OF A CONSULTANT FOR DEVELOPMENT OF TRAINING INSTITUTE'S COMPETENCY-BASED CURRICULA, TRAINING BROCHURE, CAPACITY BUILDING AND TRAINING CALENDAR AT THE RESERVE BANK OF MALAWI

BY

### NATIONAL COMPETITIVE BIDDING

*Date of issue: 23 March 2024*

*Procurement Reference Number: RBM/HR/05/2026*

1. The Reserve Bank of Malawi (the Bank) intends to engage a consulting firm to develop Training Institute's competency-based curricula, training brochure, capacity building and training calendar. The Bank now invites sealed bids from eligible firms for provision of consultancy services for development of curricular, training brochure and training calendar.
2. Bidding will be conducted through National Competitive Bidding (NCB) procedures specified in accordance with the Open Tender Bidding Procedures contained in the Government of Malawi's Public Procurement Act 2025 and is open to all interested bidders.
3. Eligible interested bidders may obtain further information and inspect the Bidding Document from the Procurement & Stores at the address shown in 6(a) below from 08:00 to 11:30 and 14:00 to 16:00 hours from Monday to Friday, except public holidays.
4. A complete set of Bidding Documents in English may be obtained free of charge by interested bidders from the address shown in 6 (a) below, between 8:00 am to 11:00 am from Monday to Friday except on public holidays.
5. Bids clearly marked; ***“Request for Proposal for development of Training Institute's competency-based curricula, training brochure, capacity building and training calendar”*** should be delivered to the address shown in 6 (b) below

on or before **7 April 2026 at 10:00 Hours**. Bids will be opened in the presence of the bidders' representatives who may choose to attend at the address shown in 6 (c) below on **7 April 2026 at 10:00 Hours**.

6 (a) Address for inspection, clarification, payment and collection:

The Reserve Bank of Malawi  
Convention Drive,  
Business Reception,  
Lilongwe

(b) Address for submission:

The Chairperson,  
RBM Internal Procurement Committee,  
P.O Box 30063,  
Lilongwe,  
Malawi.  
Or

Should be deposited in a Tender Box marked; ***“Request for Proposal for development of Training Institute’s competency-based curricula, training brochure, capacity building and training calendar,”*** placed at the Bank’s business reception at the Head Office.

(c) Address for opening: Reserve Bank of Malawi,

Convention Drive,  
Floor 5, Auditorium,  
Lilongwe,  
Malawi.

Chairperson

**RBM Internal Procurement Committee**