



## **RESERVE BANK OF MALAWI**

### **REQUEST FOR PROPOSAL (RFP) FOR THE ENGAGEMENT OF A STRUCTURAL CONSULTING FIRM TO DESIGN AND SUPERVISE REMEDIAL WORKS ON THE STRUCTURAL CRACKS AT THE MZUZU BRANCH**

**Procurement Reference Number: RBM/ADMINMZ/29/2025**

#### **1. INTRODUCTION**

The Reserve Bank of Malawi (the Bank) intends to undertake remedial works on its Mzuzu Branch office building to enhance its structural soundness and integrity. Previous structural assessments revealed cracks on walls, balconies, staircases and settlement issues around the fountain plinth. To ensure proper implementation of the remedial works, the Bank seeks to engage a qualified Structural Consultancy Firm to provide detailed design, supervision and quality assurance services for the remedial works

#### **2. The Objective of the Assignment**

The objectives of the assignment are:

- i. To carry out detailed structural designs and specifications for remedial works based on prior assessments.
- ii. To provide technical supervision of the remedial works to ensure compliance with professional engineering standards.
- iii. To certify that the executed works restore the structural integrity of the affected building areas.
- iv. To safeguard the Bank's investment by ensuring value for money, quality workmanship, and long-term durability of remedial interventions.

### **3. Scope of the Assignment**

The Consultancy Firm shall:

- i. Review existing reports, study the initial structural assessment report and any additional relevant documentation.
- ii. Prepare detailed structural drawings, specifications, and Bills of Quantities (BoQs) for the remedial works.
- iii. Prepare Terms of Reference (ToRs) for the building contractor to be engaged for the works.
- iv. Provide cost estimates and construction schedules.
- v. Provide full-time site supervision as required.
- vi. Ensure that remedial works conform to approved designs and specifications.
- vii. Certify workmanship quality, material compliance and safety standards.
- viii. Collaborate with the appointed building contractor, the Bank's technical team, and other stakeholders.
- ix. Approve contractors' work programs, methods, and material submittals.
- x. Implement quality control and assurance procedures.
- xi. Prepare fortnightly supervision reports.
- xii. Issue completion and compliance certificates upon satisfactory execution of works.

### **4. Deliverables**

The Consultancy firm will be expected to deliver:

- i. Detailed design drawings and technical specifications.
- ii. Final BoQs for remedial works.
- iii. ToRs for engagement of a construction firm.
- iv. Fortnightly progress and supervision reports.
- v. Quality assurance/quality control reports.
- vi. Final project completion and certification report.

## **5. Duration of the Assignment**

The consultancy services shall run concurrently with the remedial construction works. The overall duration is expected to be a maximum of 120 calendar days including mobilization, design finalization, supervision and project closeout.

## **6. Qualifications and Experience of the Firm**

The consultancy firm should demonstrate:

- i. At least 10 years' proven experience in structural engineering consultancy involving remedial or rehabilitation works.
- ii. Valid registration with the National Construction Industry Council (NCIC).
- iii. Good track record of maintaining acceptable standards and ethics of the NCIC.
- iv. Experience in supervising building works of a contract value of K500 million and above.
- v. Demonstrated capacity through qualified professional staff, including at a minimum, a registered structural engineer (Team Leader), a civil engineer and quantity surveyor.
- vi. Proven track record of successful delivery of similar assignments.

## **7. Collaboration (Teamwork)**

The Consultant will collaborate with the Bank's Technical team from Administration department during the structural Assessment and to provide the necessary tools for this exercise.

## **8. Evaluation Criteria**

The consultant's proposal shall be evaluated based on Quality and Cost Based Methodology in the following areas:

- Technical competence
- Experience and qualifications
- Proposed methodology and approach
- Cost

## 9. General Information to Prospective Bidders

Eligible interested bidders may obtain further information and access the Bidding Documents for free from the Procurement Section at the Reserve Bank of Malawi, Head Office from **08:00 to 11:30 and 14:00 to 16:00 hours** from **Monday to Friday**, except public holidays requesting through [procurement@rbm.mw](mailto:procurement@rbm.mw). In view of this, site inspection for the exercise is expected to be undertaken on **Thursday, 2 October 2025** from **9:00 hours** at **Reserve Bank of Malawi, Mzuzu Branch**.

## 10. Submission of Proposals

Technical & Financial Proposals should be submitted in two separate envelopes. Bidders must provide financial breakdown, and the costing must be based on the components, deliverables, or requirements specified in the Request for Proposal document. Proposals in sealed envelopes should reach the under mentioned not later than **14 October 2025 at 10:00 am**. The envelopes should be clearly marked ***“Request for Proposals for Design and supervise remedial works on the noted cracks at the Reserve Bank of Malawi Mzuzu Branch”***:

The Chairperson,  
RBM Internal Procurement and Disposal Committee,  
P O Box 30063,  
Lilongwe 3,  
Malawi.

Or

Should be deposited in a Tender Box marked; ***“Request for Proposal to Engage Structural Consulting Firm for the Design and Supervision of Remedial Works at the Reserve Bank of Malawi, Mzuzu Branch”*** placed at the Bank’s business reception at the Head Office.