



RESERVE BANK OF MALAWI

INVITATION TO BID (ITB)

**ENGAGEMENT OF A CONSULTING FIRM TO DESIGN AND
SUPERVISE THE CONSTRUCTION OF A MODERN AND
SUSTAINABLE RBM OFFICE TOWER**

NATIONAL COMPETITIVE BIDDING

Date of issue: 3 OCTOBER 2025

Procurement Reference Number: RBM/ADMIN/30/2025

1. The Reserve Bank of Malawi (the Bank) intends to engage an eligible firm to design and supervise the construction of a modern and sustainable RBM Office Tower at its Head Office in Lilongwe. The Bank now invites sealed bids from eligible bidders as follows;

N o.	Description	Procurement Reference No	Mandatory Prebid Site Inspection Date	Place
1	Design and Supervision of a Modern and Sustainable Office Block at Reserve Bank of Malawi, Head Office	RBM/ADMIN/30/2025	Friday, 10 October 2025 at 10.00 hours	RBM Head Office

2. Bidding will be conducted in accordance with Open Tendering Procedures under **National Competitive Bidding (NCB)** contained in the Public Procurement and Disposal of Assets Act, 2025 of the Government of Malawi, and is open to all interested bidders.
3. Bidders may obtain further information and inspect the Bidding Documents from the Procurement and Stores Department 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 Document in **English** may be obtained for **FREE** by interested bidders from the address shown in 6(a) between **8:00 and 11:00 Hours** from Monday to Friday except on public holidays.
5. Bids clearly marked “*Tender for Design and Supervision of Construction of a Modern and Sustainable RBM Office Tower at the RBM Head Office*” should be delivered to the address shown in 6(b) below on or before **28 October 2025 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 **28 October 2025 at 10:00 Hours**. Late bids shall be rejected.
6. (a) Address for inspection, clarification and collection of bidding documents:

Reserve Bank of Malawi,
Business Reception,
Convention Drive,
Lilongwe,
Malawi
Email: procurement@rbm.mw

- (b) Address for submission of bids:

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

- (c) Address for Bid Opening:

Reserve Bank of Malawi,
Floor 5, Auditorium,
Lilongwe,
Malawi.

Chairperson,
RBM Internal Procurement and Disposal Committee