



Malawi Institute of Education

REQUEST FOR PROPOSALS

(CONSULTING SERVICES-FIRM SELECTION)

Assignment name: consultancy services to provide contract documentation and construction project supervision for the completion work of Malawi Institute of Education Training Complex

Site - Domasi

Date of issue: 8th October, 2025

1. The Malawi Institute of Education (MIE) with support from Government of Malawi through the Public Sector Investment Program (PSIP) has a construction project for a Training Complex.
2. The purpose of this consultancy is to provide Project Management Services. The consultant undertaking this exercise will be required to work in close liaison with the MIE's Project Management Team and Director of Buildings for supervision of the completion work at the training complex.
3. The Malawi Institute of Education (MIE) now invites Proposals from eligible and qualified bidders to provide Consultancy Services listed above and detailed in the respective Terms of Reference.
4. Bidding will be conducted in accordance with open tendering procedures for Request for Proposals methods contained in the Public Procurement and Disposal of Assets Act (2025) and Public Procurement Regulations 2020. The basis of selection of consulting firms shall be Quality and Cost Based Selection (QCBS)
5. Interested eligible and qualified firms may obtain further information and inspect the Request for Proposal document at the address given below from **8:00 to 12:00 hours and 13:00 to 16:00 hours local time** (Monday to Friday) except public holidays.

6. A Pre-Bid meeting shall be held on **Friday 17th October, 2025 at MIE-Domasi from 10:00 am**. All interested, eligible and qualified consulting firms are invited to attend the meeting at their own cost.
7. A complete Request for Proposal documents may be purchased at our offices in Domasi upon proof of payment of a non-refundable fee of **MK20, 000.00** cash, or bank transfer to MIE Business Account (9100001178145, Standard Bank, Zomba Branch)
8. All completed Request for Proposals in sealed envelopes clearly marked should be deposited in the Tender Box at MIE Porters Lodge or be delivered to:

**The Chairperson
Internal Procurement and Disposal Committee
Malawi Institute of Education
PO Box 50
DOMASI**

Email: ed@mie.edu.mw

9. The closing date for the submission of the Request for Proposals is **Tuesday 28th October, 2025 at 10:00 am**. The proposals shall be opened in the presence of the bidder's representative who chooses to attend at **MIE's Hall from 10:00 am**. Late bids will be rejected.