



THE REPUBLIC OF MALAWI

NATIONAL HERBARIUM AND BOTANIC GARDENS OF MALAWI

REQUEST FOR EXPRESSION OF INTEREST (CONSULTANCY SERVICES – FIRMS SELECTION)

CONSULTANCY SERVICES FOR

REVIEW OF SCHEMATIC/CONCEPT DESIGNS, DEVELOPMENT OF DETAILED DESIGNS, MASTER PLANS AND COST ESTIMATES FOR THE INFRASTRUCTURE DEVELOPMENT FOR THE NATIONAL HERBARIUM AND BOTANIC GARDENS OF MALAWI

CONSULTANCY SERVICES (CS) REFERENCE No.: NHBG/FY25-26/IPDC-ARCH./016

Date of Issue: Wednesday, 1st October 2025

1. The Council for National Herbarium and Botanic Gardens of Malawi (NHBG) has received financing from the Government of the Republic of Malawi in its 2025-2026 Annual Budget and intends to apply part of the proceeds for consulting services.

NHBG is a fully subvented non-profit parastatal organization established by the Act of Parliament No. 7 of 1987 as a botanical institution responsible for Developing and managing existing herbaria and botanic gardens, and establish other botanic gardens at any other suitable places in Malawi for botanical research, conservation, education and eco-tourism/recreation. NHBG has three departments, namely; Herbarium, Botanic Gardens, and Finance & Administration.

2. The project development objective is aligned with Malawi 2063 (MW2063) – First Year Malawi Implementation Plan (MIP 1): 2021 -2030 is to increase revenue generation through improved infrastructure development of the National Herbarium and Botanic Gardens of Malawi.

3. The services included under this proposed contract are for the Consultancy Services for undertaking Review of Schematic/Concept Designs, Development of Detailed Designs, Master Plans and Cost Estimates for the Infrastructure Development and associated auxiliary infrastructures, including access roads for the National Herbarium and Botanic Gardens of Malawi.

4. The full scope of this Consultancy Services is contained in the detailed Terms of Reference (ToR), which will be shared with interested consultants.

5. The Council for the National Herbarium and Botanic Gardens of Malawi now invites eligible consultants to indicate their interest in providing these services. Interested consultants should provide information that they have the required qualifications and relevant experience to perform the services (e.g., brochures, description of similar assignments, experience in undertaking similar assignments, availability of appropriate skills among staff, etc.).

6. The shortlisting criteria, shall be in accordance with the Public Procurement and Disposal of Assets' "***Rules and Procedures for the Use of the Consultant***" 31st January, 2025, which is available on the PPDA's website at <https://www.ppda.mw>. In addition,

- i) The consulting firm must indicate their Core business and should be in operation for not less than five (5) years;
- ii) The firm should be legally registered;
- iii) Should demonstrate to have done at least five similar assignments;
- iv) Should have experience in working in Southern Africa and host country;
- v) Should demonstrate the firm has technical and managerial capacity (provide only the structure of the organization, general qualifications of staff, and number of key staff. At this stage, do not provide or attach to the EoI the CVs of the staff. Key Experts will not be evaluated at the shortlisting stage).

7. Interested consultants may obtain further information at the address below during office hours i.e. 07:30 to 16:30 Hours Malawi Time.

8. Expression of Interest must be delivered to the address below by **Thursday, 30th October 2025 at 14:00 Hours** Malawi Time (CAT) with the Heading "Expression of Interest for Consultancy Services to Undertake Review of Schematic/Concept Designs, Development of Detailed Designs, Master Plans and Cost Estimates for the Infrastructure Development for the National Herbarium and Botanic Gardens of Malawi".

9. A Consultant will be selected in accordance with Quality-and Cost-Based Selection) (QCBS) method.

10. Address for delivery of EoI:

Attention: The IPDC Chairperson
Street Address: National Herbarium and Botanic Garden of
Malawi, Livingstone Old Naisi Roads Junction
Post Office Box 528, ZOMBA
Floor/Room Number: Procurement Unit Office - Tender Box
City: Zomba
Country: MALAWI
Telephone: +265 882 539 983/0 984 762 474

Electronic submission address: nhbg87ipdc2022@gmail.com and
[copy to: rngamah@nhbg.mw](mailto:rngamah@nhbg.mw)