



**INVITATION FOR BIDS (IFB)
FOR
PROVISION OF CONSULTANCY SERVICES**

DATE OF ISSUE MONDAY 30TH SEPTEMBER 2024

1. The National Oil Company of Malawi (NOCMA) Limited has budgeted funds for the procurement of Consultancy Services. The Chairman, Internal Procurement and Disposal Committee now invites sealed bids from eligible bidders as follows:

No.	Description	Tender Number	Delivery Site	Duration	Target Group
1.1	Provision of Legal Services on Retainership Basis	NOC23/RFP/S/ FY2024-25	NOCMA Head Office, Lilongwe	12Months	Legal Firms
1.2	Provision of Human Resources Audit	NOC24/RFP/S/ FY2024-25	NOCMA Head Office, Lilongwe		Consultants

2. Bidding will be conducted in accordance with open tendering procedures contained in the Public Procurement Laws and Regulations of the Government of the Republic of Malawi and is open to all eligible bidders.
3. Interested eligible bidders may obtain further information and inspect the Bidding Documents from **NOCMA's Procurement and Disposal Unit, Kang'ombe House, 4th Floor, West Wing, City Centre, Lilongwe, Malawi** from **08:00 to 12:00hours, 13:00 to 16:00hours local time** (Monday to Friday) except on Public Holidays.
4. A complete set of soft copy Bidding Document in English language may be purchased by interested bidders from **Finance Office, Kang'ombe House, 4th Floor, East Wing, City Centre, Lilongwe, Malawi** upon payment of a non-refundable fee of Ten Thousand Kwacha (**MK10,000.00**). The method of payment will be cash.
5. Sealed bids in the form of **Hard Copies**, clearly marked on the outer envelope with "**Tender Description and Reference Number**" must be deposited in the **Tender Box** located at the Reception of **NOCMA, Kang'ombe House, 4th Floor, West Wing, City Centre, Lilongwe,**

Malawi at or before **10:00 a.m. (local time)** on **Monday 21th October 2024**. Late bids will be rejected and returned to the bidder unopened.

6. It is the responsibility of each bidder to ensure that the bids submitted are in accordance with the 'Instruction to Bidders' contained in the Bidding Document, non-compliance to the instructions will lead to disqualification and rejection of the bid.
7. Opening of Bids shall commence at **10:00 a.m. (local time) on Monday 21st October 2024 at NOCMA Board Room, Kang'ombe House, 4th Floor, East Wing, City Centre, Lilongwe, Malawi**. Interested bidders, their representatives and the general public are welcome to attend.
8. NOCMA is not in any way bound to accept the lowest or any bid but reserves the right to exercise choice of the lowest evaluated, substantially responsive bid and procurement proceedings may be cancelled at any stage.

The Chairperson, Internal Procurement and Disposal Committee (IPDC)