



PARLIAMENT OF MALAWI



REQUEST FOR PROPOSALS (RFP) FOR THE ANNUAL AUDITS OF THE FINANCIAL STATEMENTS OF THE NATIONAL AUDIT OFFICE.

Procurement Reference Number: POM/NCB/PDU/4/S/NAO/2025-2026

1.0. INTRODUCTION

The Parliamentary Committee on Public Accounts is a committee that is established under Part IV of the Public Audit Act and under Standing Order 161. The Committee is established to give effect to the principle of the accountability of Government to the public by holding accountable Ministries, Agencies and other entities controlled by Government for the lawfulness, economy, efficiency and effectiveness with which they use public money and public resources.

Under Section 28 (1) of the Public Audit Act, it is required that the Public Accounts Committee of Parliament shall appoint Competent Public Auditors to conduct annual audits of the financial statements of the National Audit Office. Pursuant to the provisions of Section 28 (2) of the same Act, the National Audit Office has its financial statements for the years ended 31st March, 2022, 2023, 2024 and 2025 ready for audit.

The Public Accounts Committee, therefore, calls for expression of interest from competent public auditors to conduct the audit exercise as explained above.

2.0. REQUEST FOR PROPOSALS

The Public Accounts Committee would like to seek the services of an Audit Firm to assist in auditing the National Audit Office. In this regard, the Committee seeks Technical and Financial Proposals from reputable Audit firms for this appointment. Interested firms must provide information indicating that they are qualified to perform the required services. The information must contain the firm's profile including qualifications, experience of partners, at least three

references from other corporate clients, descriptions of similar assignments undertaken, experience in similar conditions as a firm, availability of relevant and appropriate skills and expected Fees. Requirements should include but not limited to the following:

3. GENERAL REQUIREMENTS

The Audit firm is expected to be fully self-sufficient in terms of office space, supplies, communications, and transport during the assignment and to discharge its responsibilities to the expected professional standards and integrity.

4.0. TERMS OF REFERENCE (TOR'S)

Interested firms may obtain further information, inspect and collect a Request For Proposal (RFP) document with detailed Terms of Reference (TORs) for free, from the following address:

**The Procurement and Disposal Unit
Parliament of Malawi
Presidential Way
Parliament Building - Room No. 247
LILONGWE**

Attention: The Ag. Chief Procurement Officer
Tel: 01 773566/ 0884991939/0884637862
Email: procurement@parliament.gov.mw

4.0. SELECTION OF A SUCCESSFUL FIRM

The prospective firm shall be selected in accordance with the Quality and Cost Based Selection (QCBS) procedures as set out in the Government of Malawi Procurement Guidelines: "***Request for Proposals Document for the Procurement of Consultancy Services***"

5.0 TIME FRAME

The assignment is expected to be carried out within a period to be agreed upon by the two parties.

6.0 SUBMISSION OF PROPOSALS

Proposals in sealed envelopes clearly marked "**the Annual Audits of the Financial Statements of the National Audit Office.**" should be submitted in two separate envelopes, one marked **Technical Proposal for the Annual Audits of the Financial Statements of the National Audit Office** and the other one marked **Financial**

Proposal for the Annual Audits of the Financial Statements of the National Audit Office, and must be deposited in the tender box located at the information desk at the address in (i) below before **Wednesday, 4th February, 2026 at 14:00 hours (Local Time)**.

(i). Submission of Proposals

The Chairperson
Internal Procurement and Disposal Committee
Parliament of Malawi
Parliament Building – Information Desk
Private Bag B362
LILONGWE 3

7.0. PROPOSAL OPENING

Proposals will be opened in the presence of the firms or their representatives, who choose to attend at **Parliament Building - Ground floor, Information Desk** at **14:00 hours (Local Time)** on **Wednesday, 4th February, 2026**.