



# TENDER NOTICE

## LEGAL SERVICES ON ANNUAL RETAINER (FRAMEWORK CONTRACT) REQUEST FOR PROPOSALS

Procurement Reference number: EDF/LEG/05/23

- 1. Export Development Fund Limited (EDF) is a development finance institution (DFI) mandated to promote the growth as well as diversification of the country's exports. EDF's mission is to accelerate structural transformation in Malawi through various financial and non-financial interventions availed to businesses in growth sectors of the economy.**
- 2. EDF has funds to be used for the procurement of the above referenced services and now invites sealed bids from eligible bidders for the provision of legal services on retainer basis.**
- 3. Bidding will be conducted in accordance with the open tendering procedures contained in the Public Procurement Law and Regulations of the Government of the Republic of Malawi and is open to all bidders from eligible source countries.**
- 4. Interested eligible bidders may obtain further information from EDF and inspect the bidding documents at the address given below at 7(a) from 8:00 am to 4:00pm, Mondays to Fridays.**
- 5. A complete set of Bidding Documents in English may be purchased by interested bidders request to the address below at 7(a) and upon payment of a non-refundable fee of K5,000.00. The method of payment will be cash.**
- 6. Bids must be delivered to the address below at 7(b) on or before Thursday, 2<sup>nd</sup> November 2023 at 15:00 hours local time.**
- 7. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 7(b) on Thursday, 2<sup>nd</sup> November 2023 at 15:00 hours local time.**

**(a) Address documents may be inspected at and issued from:**

**EDF, Presidential Way**

**Public Service Pension Fund House, First Floor**

**Lilongwe.**

**(b) Address Bids must be delivered to and Bid Opening:**

**The Chairperson, IPDC,  
Export Development Fund Limited,  
First Floor: Public Service Pension Fund House,  
Presidential Way,  
Capital City, Lilongwe 3, Malawi**

**8. Late bids shall be rejected.**