



Republic of Malawi

## Ministry of Finance and Economic Affairs

### Request for Proposals (RFP) for

### Consultancy Services to Produce the Malawi 9<sup>th</sup> Extractive Industries Transparency Initiative (EITI) Revenue Report

**Tender Reference Number: RFP/270/IPDC/MoF/CS/25-26/06**

**Date of Issue: 28<sup>th</sup> June, 2025**

1. The Ministry of Finance and Economic Affairs has budgeted public funds to be used for procurement of the above referenced services and now invites sealed Proposals from eligible bidders for Provision of the Consultancy Services to Produce the Malawi 9<sup>th</sup> Extractive Industries Transparency Initiative (EITI) Revenue Report.
2. Bidding will be conducted in accordance with the Request for Proposals (RFP) procedures contained in the Government of Malawi's Public Procurement Legal Framework and is open to all eligible bidders.
3. Interested eligible bidders may obtain further information from Ministry of Finance and Economic Affairs and inspect the bidding documents at the address given below at 7(a) during working days from 8.00am to 12.00pm and from 1.00pm to 4.00pm.
4. A complete set of Request for Proposal documents in English may be purchased by interested bidders or their representatives at **Cash Office** upon payment of a non-refundable fee of **Five Thousand Malawi Kwacha (MK5,000.00)** and collected from the **Procurement Office** at the address given below at 7(a) during working days from 8.00am to 12.00pm and from 1.00pm to 4.00pm. The method of payment will be **Cash**.
5. The proposals, clearly marked on the outer envelope with the Procurement Reference Number above, the Bidder's name and the name of the Procuring Entity must be delivered to the address at 7(b) below and deposited in the tender box located on the **First Floor, Ministry of Finance and Economic Affairs, Capital Hill, Lilongwe** at or before **14:00 hours local time on 14<sup>th</sup> July, 2025**.

Proposals will be opened in the presence of the bidders' representatives who choose to attend at the address shown at 7(c) below at **14:00 hours local time on 14<sup>th</sup> July, 2025.**

6. Ministry of Finance and Economic Affairs does not bind itself to accept the lowest or any other bid and reserves the right to cancel the whole or in part of the procurement proceeding at any stage.

7. The addresses referred to above are:

- (a) Address for Inspection of Bidding Documents:

**The Procurement and Disposal Unit  
Ground Floor, Room Number 36, Ministry of Finance and Economic Affairs,  
P.O. Box 30049  
Capital Hill,  
Lilongwe, Malawi.**

Email Address: [mercykulima@yahoo.com](mailto:mercykulima@yahoo.com); [diana\\_mkandawire@yahoo.com](mailto:diana_mkandawire@yahoo.com);  
[mweiti@finance.gov.mw](mailto:mweiti@finance.gov.mw);  
Phone: 0991 688 820; 0994 335 325

- (b) Address for Submission of Proposals:

**The Chairperson, Internal Procurement and Disposal Committee,  
Ground Floor, Ministry of Finance and Economic Affairs, Tender Box  
P.O. Box 30049,  
Capital Hill,  
Lilongwe, Malawi.**

- (c) Address for Proposal Opening:

**1st Floor, Ministry of Finance Main Conference Room,  
Capital Hill,  
Lilongwe, Malawi.**

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**The IPDC Chairperson  
Ministry of Finance and Economic Affairs**