



## **INVITATION TO EXPRESS INTEREST**

### **Consultancy Services for Design and Construction Supervision of an Office Complex for the Public Procurement and Disposal of Public Assets Authority (PPDA) at Area 20 in Lilongwe**

**PROCUREMENT REFERENCE No. PPDA/05/OC/2025**

#### **1.0 Introduction**

The Public Procurement and Disposal of Public Assets Authority (PPDA) has allocated funds and intends to apply part of the proceeds of these funds towards the cost of Design and Construction Supervision of an Office Complex at Area 20 in Lilongwe.

#### **2.0 Scope of Services**

The services are for the design and supervision of construction works for an office complex for the Public Procurement and Disposal of Public Assets Authority (PPDA).

#### **3.0 Qualifications for Shortlisting**

Interested consulting firms must provide information demonstrating their qualifications, capabilities, personnel, and experience to undertake the design and construction supervision of the office complex. Consultants may constitute joint ventures to enhance their capacity and chances of qualification. The submission should include the following:

- a) **Company profile** highlighting areas of expertise relevant to architectural and engineering consultancy services
- b) **Detailed descriptions of two (2) similar assignments** successfully completed in the past ten (10) years
- c) **Evidence of experience under similar conditions**, including work completed in comparable geographic, regulatory, or institutional contexts
- d) **List of key professional staff** available for the assignment, including their qualifications, experience, and roles in similar projects. Interested consulting

firms are encouraged to demonstrate their technical capacity by proposing a team of experts relevant to the assignment. The firms to be shortlisted are expected to include the following key experts in their team: Team Leader, Architect, Structural Engineer, Electrical Engineer, Mechanical Engineer, Civil Engineer, Quantity Surveyor, Land Surveyor, Landscape Architect, Environmental and Social Management Specialist, and Clerk of Works. Firms may propose additional or alternative experts as deemed appropriate, based on their approach and understanding of the assignment.

- e) **Demonstrated capacity to mobilize appropriate resources**, including project management systems, quality assurance frameworks, and technical tools.
- f) **Any other relevant documentation** supporting the firm's technical and managerial ability to deliver the required consulting services.

**4.0** The Chairperson, Internal Procurement and Disposal Committee (IPDC), PPDA now invites Expressions of Interest from professionally qualified and experienced firms duly registered with the National Construction Industry Council (NCIC) to develop designs, tender documentation and supervision services for the construction of PPDA Office Complex at Area 20 in Lilongwe.

**5.0 Expressions of interest** will be evaluated in accordance with the Public Procurement and Disposal of Public Assets Act of 2025 and participation is open to all eligible bidders.

**6.0** Sealed Expressions of Interest, clearly marked ***“Consultancy Services for the Design and Construction Supervision of an Office Complex for the Public Procurement and Disposal of Public Assets Authority (PPDA) at Area 20 in Lilongwe”*** must be submitted no later than **09:00 hours local time on 10th June 2025**. Late submissions will be rejected and returned unopened.

- a) Expressions of Interest should be addressed to:

The Chairperson  
Internal Procurement and Disposal Committee  
Public Procurement and Disposal of Public Assets Authority (PPDA)  
Private Bag 383  
Capital City  
Lilongwe 3

- b) Expressions of Interest must be deposited in the tender box located at:  
**Procurement Office, First Floor, Jireh Bible House, off Colby Road, Area 3, Lilongwe, Malawi.**