



RESERVE BANK OF MALAWI

REQUEST FOR PROPOSALS (RFP) FOR PROVISION OF PROPERTY MANAGEMENT SERVICES AT RBM PENSION FUND COMMERCIAL BUILDING.

Procurement Reference Number: RBM/PF/01/2025

INTRODUCTION

The Reserve Bank of Malawi Pension Fund (the Fund) intends to engage a property manager to provide property management services with respect to leasing, revenue collection, tenancy administration and property maintenance. In this regard, the Fund is inviting reputable property managers to submit proposals for the property management services.

OBJECTIVES & SCOPE OF THE ASSIGNMENT

The purpose of this Request for Proposal (RFP) is to invite bids from experienced and reputable property managers for the provision of property management services at the RBM Pension Fund Commercial Building in Lilongwe. The details of the property are as follows:

- Property Name: Tsogolo Office Park
 - Address: Plot Number Bwaila 16/10,12
 - Plot Size: 1.352 hectares
 - Development Area: 12,000 m²
 - Number of Floors: 6
 - Current Occupancy: 0
 - Building Class: Mixed use office complex
 - Primary tenants: Financial institutions
 - Parking space: 300 slots
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- Commissioning date: Tentatively 2nd October 2025

The property manager is expected to undertake tasks summarised as follows: leasing & marketing; tenancy administration; property maintenance; and acquisition & supervision of outsourced service providers. All bidders are expected to submit comprehensive technical and financial proposals for the services.

QUALIFICATION & EXPERIENCE

- i. The firms should have at least 10 years' experience in property management;
- ii. A valid copy of business registration certificate;
- iii. Well-established offices in Lilongwe (attach a valid copy of a business premises certificate);
- iv. Running property management contracts with a minimum cumulative property value of over K30 billion (attach a company profile with all necessary supporting documents);
- v. Proof of financial soundness (*attach audited financial statement for the past three years and bank statement and line of credit of at least K20 million Kwacha*)
- vi. Valid Tax Clearance Certificate; and

1.1 Well-qualified and experienced personnel with minimum academic qualifications and professional experience.

EVALUATION CRITERIA

The proposals will be evaluated based on the criteria in (*3-Property Management Firm Eligibility and Composition of Management Team*) and price schedules.

EXPECTED TIMEFRAME

The property management contracts will run for two years.

MORE INFORMATION

Eligible interested bidders may obtain further information and access the Bidding Documents for free from the Procurement Section at the the Bank from 08:00 to 11:30 and 14:00 to 16:00 hours from Monday to Friday, except public holidays requesting thorough procurement@rbm.mw

SUBMISSION OF PROPOSALS.

Technical & Financial Proposals should be submitted in two separate envelopes. Bidders must provide financial breakdown and the costing must be based on the components, deliverables, or requirements specified in the RFP document. Proposals in sealed envelopes should reach the under mentioned not later than **5 August 2025 at 10:00 am**. The envelopes should be clearly marked Request for Proposals for Provision of Property Management Services at RBM Pension Fund Commercial Building and should be submitted to:

The Chairperson,
RBM Internal Procurement and Disposal Committee,
P O Box 30063,
Lilongwe 3,
Malawi.

Or

Should be deposited in a Tender Box marked; ***“Provision of Property Management Services at RBM Pension Fund Commercial Building”*** placed at the Bank’s business reception at the Head Office.
