



**SMALL AND MEDIUM ENTERPRISES DEVELOPMENT INSTITUTE  
(SMEDI)**

**REQUEST FOR PROPOSALS**

**(CONSULTING SERVICES – FIRM SELECTION)**

**Assignment Name:** Curriculum Development, Materials Creation and Training of Trainers Support on Digital and Financial Literacy for MSMEs In Malawi

**Procurement Reference No.:** SMEDI/RFP/02/2025

**Date of Issue of Document:** 10<sup>th</sup> JANUARY, 2025

1. The Small and Medium Enterprise Development Institute (SMEDI) is a parastatal organization registered under the Trustees Incorporation Act (cap 5:3) of the Laws of Malawi to promote the growth and development of Micro, Small and Medium Enterprises (MSMEs) in Malawi. The Institute exists to develop and grow MSMEs through provision and facilitation of demand-driven business development services and enterprise information for sustainable socio-economic development
2. SMEDI with support from UN Capital Development Fund (UNCDF) has Budgeted funds towards the **Procurement of Consultant for Curriculum Development, Materials Creation and Training of Trainers Support on Digital and Financial Literacy for MSMES In Malawi**
3. SMEDI invites Proposals from eligible bidders to provide Consultancy Services listed above and detailed in the respective Terms of Reference contained in the RFP Document.
4. Bidding will be conducted in accordance with the open tendering procedure for Request for Proposals method contained in the Public Procurement and Disposal of Assets Act, 2017 and Regulations of the Government of Malawi. The basis of Selection of Consultant shall be Quality and Cost Based Selection (QCBS). dangling
5. Interested eligible bidders may obtain further information at address below at **(7a)** from **8:00 hours to 12:00 hours** and **13:00 hours to 16:30 hours** local time and purchase a complete set of Request for Proposals document in English upon payment of a **non-refundable fee of MK 10,000.00**. Payments should be made to Small and Medium

Enterprises Development Institute through the following Bank Details and obtain a receipt from SMEDI upon submitting a copy of bank deposit slip:

Account Name: **SMEDI IGA**  
Bank: **National Bank**  
Account Number: **1039946**  
Account Type: **Current Account**  
Branch: **Capital City**

Upon request from the bidders, the soft copy of the RFP document will be emailed and SMEDI shall not be responsible for late or non-delivery of the emailed RFP. However, submission of proposals is strictly hard copies and as stipulated in the RFP Document.

6. Proposals must be delivered to the address given below at **(7b)** and deposited in the Tender Box at the **RECEPTION** on or before **Thursday 30<sup>th</sup> January 2025 at 10:00 am** and late proposals will be rejected. Thereafter the Technical Proposals will be opened in the presence of bidders or their representatives who choose to attend at the proposal opening ceremony.
7. The addresses referred to above are:

- a. Address for Inspection, Purchasing and Issuing of RFP document:

**The Procurement Office,  
Small and Medium Enterprises Development Institute  
Area 6, Plot No. 6/223,  
Private Bag 393,  
Lilongwe.  
Email: [lesten.dzipindi@smedi.mw](mailto:lesten.dzipindi@smedi.mw)**

- b. Address for submission of both Technical and Financial Proposals

**The Chairperson,  
Internal Procurement and Disposal Committee  
Small and Medium Enterprises Development Institute  
Area 6, Plot No. 6/223,  
Private Bag 393,  
Lilongwe.**