



# ROADS AUTHORITY

## Request for Proposal (RfP)

### CONSTRUCTION SUPERVISION OF ROAD AND BRIDGE MAINTENANCE WORKS 2024-2025 FINANCIAL YEAR

#### 1. Introduction

The Roads Authority has allocated funds from the Roads Fund Administration and intends to apply part of the proceeds of these funds towards the cost of Construction Supervision Of Road And Bridge Maintenance Works for 2024-2025 Financial Year.

#### 2. Scope of the services

- 2.1. The Services are for the provision of engineering services for the supervision of Routine and Periodic Road maintenance works on assigned portions of the road network under 2024-2025 programme. This is to ensure that the road maintenance works will be carried out in accordance with conditions of contract and specifications.
- 2.2. The scope of the Construction and Maintenance Supervision shall be undertaken in the five operations zones of the RA which are detailed hereunder.

S/N	Subject of Procurement	Procurement Reference No.
1	Consultancy services for the supervision of Routine and Periodic Road maintenance works in Mzuzu Zone (Districts of Chitipa, Karonga, Rumphi, Nkhatabay, Mzimba and Likoma)	RA/CON/2024-25/NR/MZ/01
2	Consultancy services for the supervision of Routine and Periodic Road maintenance works in Kasungu Zone (Districts of Dowa, Kasungu, Mchinji, Nkhatakota and Ntchisi)	RA/CON/2024-25/CR/KU/02
3	Consultancy services for the supervision of Routine and Periodic Road maintenance works in Lilongwe Zone (Districts of Dedza, Lilongwe, Ntcheu and Salima)	RA/CON/2024-25/CR/LL/03
4	Consultancy services for the supervision of Routine and Periodic Road maintenance works in Zomba Zone (Districts of Machinga, Balaka, Mangochi, Mwanza, Neno and Zomba)	RA/CON/2024-25/SR/ZA/04
5	Consultancy services for the supervision of Routine and Periodic Road maintenance works in Blantyre Zone (Districts of Blantyre, Chikwawa, Chiradzulu, Mulanje, Phalombe, Nsanje and Thyolo)	RA/CON/2024-25/SR/BT/05

- 2.3. The selected consultants will be required to provide one supervision team on each of the five RA operating Zone of the works.
- 2.4. The duration of the assignment is 12Months from the time of award of the services.

- 2.5. The Roads Authority now invites suitably qualified bidders to submit sealed Request for Proposal for the Construction Supervision of Road and Bridge Maintenance Works.

### 3. Bidding procedures

- 3.1. Bidding will be conducted in accordance with the open national tendering procedures contained in the Public Procurement and Disposal of Public Assets (PPDA) Act (2017) and the Public Procurement Regulations of 2020 of the Government of the Republic of Malawi and is open to all eligible bidders.
- 3.2. All eligible bidders are required to show evidence of registration with the National Construction Industry Council of Malawi (NCIC) and will have renewed their membership for the current financial year.
- 3.3. Interested eligible bidders may obtain further information from the **RA Head Office** and inspect the request for proposal documents at the addresses given below from **0800 - 1200 hours and from 1300 - 1600 hours, Monday to Friday starting from 12<sup>th</sup> March 2024.**
- (a) Address where documents may be inspected:
  - (b) Address where documents will be issued from:
  - (c) Address where Bids must be delivered to:
  - (d) Address of Bid Opening:

The Chief Executive Officer  
Roads Authority  
Functional Building, Off Paul Kagame Road  
Private Bag B346  
Lilongwe 3, MALAWI  
Email address : [ipc@ra.org.mw](mailto:ipc@ra.org.mw)

**Request for Proposal (RfP):** Interested eligible firms may download the RfP from the Roads Authority Website [www.ra.org.mw](http://www.ra.org.mw) for inspection. Bidders should note that while access to the RfP is free, proposals received will only be considered for evaluation if accompanied by proof of deposit or transfer of an amount of MWK20,000.00.

- 3.4. The method of payment will be bank deposit at the NBS Bank account as provided hereunder:
- |                 |                                    |
|-----------------|------------------------------------|
| NBS Bank:       | <b>Capital City Service Centre</b> |
| Account Name:   | <b>Roads Authority</b>             |
| Account number: | <b>20991453</b>                    |
- 3.5. Proposals shall be valid for a period of 120 days from the date of proposal opening.
- 3.6. Requests for clarification on Request for Proposals or general questions must be sent in writing to the address in (3.3) above at least **7 calendar days** before the tender closing date.
- 3.7. Pre-proposal meetings: The RA shall not arrange a pre-proposal meeting.

### 4. Evaluation of Technical Proposals

Interested consultants must provide information indicating that they are qualified to perform these services:

- (i). Field of specialization of the firm in Civil Engineering or related fields;
- (ii). Detailed description in undertaking similar assignments at least five (5) of similar assignments successfully completed over the last ten (10) years;
- (iii). experience in similar conditions;
- (iv). Availability of appropriate skills among staff: Technical and Managerial capability of the firm. Detailed resume shall be provided indicating the general qualifications and experience of the

experts, and number of key staff available for the projects. The overall staff requirement for each of the Five (5) Zones will comprise the following key experts:

- Team leader (1)
- Highway engineers (3 No.)
- Bridge/Structural Engineer (1)
- Engineering Surveyor (1)
- Road Inspectors (20)

(v). Each Key Expert shall be required to sign a Statement Of Exclusivity And Availability for the assignment

## **5. Submission and opening of technical proposals**

Proposals must be delivered to the address in 3.3, Room 21 on or before 9<sup>th</sup> April 2024 at 10.00 hours Central African Time and late bids will be rejected. Thereafter proposals will be opened in the presence of bidders who choose to attend the bid opening session.