

**Standard Bidding Document for Small Lumpsum Request
for Proposal**



RESERVE BANK OF MALAWI

**REQUEST FOR PROPOSALS DOCUMENT
FOR THE
PROCUREMENT OF CONSULTANCY SERVICES
(SMALL LUMP SUM CONTRACTS)**

Subject of Procurement	Provision of External Services for Reserve Bank of Malawi Medical Aid
Procurement Reference Number	RBM/HR/02/2026
Procurement Method	Request for Proposal (Small Lump Sum)
Basis of Selection	Quality and Cost Based
Date of Issue of Request for Proposals Document	6 February, 2026

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PART 1: PROPOSAL PROCEDURES

PROCUREMENT REFERENCE NUMBER: RBM/HR/02/26

1.1 PREPARATION OF PROPOSALS

You are requested to participate in this bidding process by submitting separate technical and financial proposals External Audit Services. The standard forms in this Request for Proposals (RFP) may be retyped for completion but the Bidder is responsible for their accurate reproduction.

The Bidder is advised to carefully read the complete RFP document, including the Form of Contract in Part 3, before preparing your proposal.

1.2 PREPARATION OF TECHNICAL PROPOSALS

Technical proposals should contain the following documents and information—

- (a)* the Technical Proposal Submission Sheet in this Part;
- (b)* a brief methodology for performing the services;
- (c)* a workplan, showing the inputs of all key staff;
- (d)* Curriculum Vitae's of all key staff; and
- (e)* a summary of your experience in similar assignments.

1.3 PREPARATION OF FINANCIAL PROPOSALS

Financial proposals should contain the following documents and information—

1. the Financial Proposal Submission Sheet in this Part; and
2. the Breakdown of Contract Price in this Part for each currency of your proposal, showing all costs for the assignment, broken down into fees and reimbursable costs.

1.4 BASIS OF PRICING AND PAYMENT

The contract will be a lump sum price contract. Payments will be made on the basis that the contract price shall be a fixed total lump sum, including all costs required to carry out the Services. The Breakdown of Contract Price shall be used only to determine the price for any additional services agreed.

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1.5 VALIDITY OF PROPOSALS

The proposal validity period is 120 days.

1.6 SEALING AND MARKING OF PROPOSALS

The technical and financial proposals should be sealed in separate envelopes, both clearly marked with the Procurement Reference Number above, the Bidder's name, the name of the Procuring and Disposing Entity and either "Technical Proposal" or "Financial Proposal" as appropriate.

Both envelopes should be enclosed in a single outer envelope, clearly marked with the Procurement Reference Number above, the Bidder's name and the name of the Procuring and Disposing Entity. All three envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

1.7 SUBMISSION OF PROPOSALS:

Proposals should be submitted to the address below, no later than the date and time of the deadline below. Late proposals will be rejected.

Date of deadline: **20 February 2026.**

Time of deadline: **10.00 hours local time.**

Address:

Convention Drive,

Reserve Bank of Malawi,

P.O Box 30063, Lilongwe 3

1.8 OPENING OF PROPOSALS

The outer envelope shall be opened in public first to release both the Technical and Financial Proposal. Only the technical proposals will be opened in public at the time, date and address shown below by the Procuring and Disposing Entity. Financial proposals will be kept unopened, and the evaluation team shall have no access to financial information until the detailed evaluation is concluded.

Date of opening: **20 February 2026.**

Time of opening: **10.00 hours local time.**

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Address

Convention Drive,

Reserve Bank of Malawi,

P.O Box 30063, Lilongwe 3

1.9 EVALUATION OF PROPOSALS

The evaluation of proposals will use the *Quality & Cost Based Selection* procedure as detailed below:

- A. Preliminary examination to confirm that all documents required have been provided, the eligibility of bidders and that the Bidder has accepted all terms and conditions without material deviation or reservation as follows;

(a) Provide 120 days Bid Validity period

(b) Valid Malawi Accountants Board practicing license issued under the Public Accountants and Auditors Act Submission of signed Technical Sheet

(c) Signed Technical Sheet

Non-submission will result into disqualification

- B. Technical evaluation to confirm that the Bidder meets eligibility criteria, the Proposal has been properly signed, documents requested by the Client have been submitted, such as the technical proposal submission sheet, separately sealed financial proposal and written authorization to commit the Bidder _____; and

- C. Financial evaluation to confirm that the financial proposal is complete, correct discrepancies in pricing and correcting arithmetical errors.
_____.

A proposal that has failed at any stage shall be rejected.

1.10 ELIGIBILITY CRITERIA

A Bidder is required to meet the following criteria to be eligible for award of contract—

for Proposal

- A. has the legal capacity to enter into a contract;
- B. is not insolvent, in receivership, bankrupt or being wound up, not have had its business activities suspended and not be the subject of legal proceedings for any of the foregoing;
- C. have fulfilled its obligations to pay taxes according to the tax laws of its country of registration;
- D. is not suspended, or excluded from participation in any public procurement exercise by the Public Procurement and Disposal of Public Assets Authority in Malawi;
- E. has not been convicted, or any of its directors or officials been convicted, of any criminal offence relating to obtaining or attempting to obtain a contract or subcontract;
- F. is not under investigation by the Anti Corruption Bureau or any other law enforcement body in Malawi relating to participation in any public procurement process or execution of any public procurement contract relating to the purchase of goods, works and services by any Procuring and Disposing Entity;
- G. is a micro, small and medium-sized -enterprises determined in accordance with the Public Procurement and Disposal of Public Assets (Participation by Micro Small and Medium Enterprises) Order 2020 (MSME Order) issued by the Authority; and
- H. is eligible to participate in the bidding process only if the Bidder furnishes to the Procuring and Disposing Entity or the Authority, as the case may be, evidence proving eligibility in accordance with relevant Regulations.

The policy decision to set aside businesses for participation by MSMEs is meant to economically uplift the business operators in MSMEs. The benefits of empowering an MSME are, among others, stable economic base of the country and reduction in basic poverty because more and more businesses have access to increased financial resources.

In order to demonstrate compliance with these criterias, the Bidder should submit with the technical proposal appropriate documentary evidence.

Government-owned enterprises in the Republic of Malawi may only participate if they are legally and financially autonomous, and are not a dependent agency to the Procuring and Disposing Entity.

1.11 CONFLICT OF INTEREST

for Proposal

The Government of the Republic of Malawi (hereinafter called the “Government”) requires that Suppliers provide professional, objective, and impartial advice and at all times hold the Procuring and Disposing Entity’s interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. Without limitation on the generality of the foregoing, Suppliers, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below—

- A. A firm that has been engaged by the Procuring and Disposing Entity to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a Consultant hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the consulting services for such preparation or implementation. For purposes of this paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery;

- B. A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring and Disposing Entity. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Procuring and Disposing Entity in the privatisation of public assets shall not purchase, nor advise purchasers of, such assets. Similarly, a Consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question; and

- C. A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Procuring and Disposing Entity’s staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment (iii) a member of the Procuring and Disposing Entity’s Internal Procurement Committee, or (iv) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the

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Government throughout the procurement process and the execution of the Contract.

Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring and Disposing Entity, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

Any agency and current employees of the Procuring and Disposing Entity is ineligible to work as Consultants in their own ministries, departments or agencies. Former employees of the Procuring and Disposing Entity only become eligible to work for their former ministries, departments or agencies after expiration of 24 months of their post-engagement period or when the conflict of interest no longer exists, whichever is later.

If a shortlisted Bidder could derive a competitive advantage from having provided consulting services related to the assignment in question, the Procuring and Disposing Entity shall make available to all shortlisted Bidders together with this RFP all information that would in that respect give such Bidder any competitive advantage over competing Bidders.

1.12 CORRUPTION AND FRAUD

- (a)* The Malawi Government requires that all Bidders comply with the legal framework on corrupt and fraudulent practices as outlined in Anti-Corruption legal framework; and
- (b)* In line with the existing anti-corruption laws, regulations and policies, and as provided in this clause, Bidders, including its agents, sub-contractors, sub-consultants, service providers, suppliers, and personnel are subject to the signed Anti-Corruption Declaration in the bidding documents as part of the qualification criteria.

1.13 TECHNICAL EVALUATION

Proposals shall be awarded scores out of the maximum number of points indicated below for each of the following criteria:

for Proposal

CRITERIA	MAXIMUM POINTS
Understanding the nature and scope of the assignment	10
Methodology and work plan	30
Experience of the firm based on past performance and familiarity with similar assignments	25
Qualifications and Competence of Key Personnel	25
Firm's Financial Capacity or stability (authenticated bank statement for the past six months or audited financial report of not later than 2023).	10
Total:	100 points

*The minimum technical score required to pass the technical evaluation is **75** points.*

1.14 FINANCIAL EVALUATION

Proposals will be compared using the following methodology to determine the best evaluated proposal:

{For QCBS only}

To determine financial scores for each proposal, the lowest priced proposal shall be given a financial score of 100, and other proposals shall be given a score proportionate to this, by application of the following formula:

$$S_f = 100 \times F_m / F \quad \text{in which:}$$

S_f denotes the financial score of the proposal under consideration;

F_m is the price of the lowest price proposal that passed the technical evaluation;

F denotes the price of the proposal under consideration.

A total score (S) will be determined for each proposal, by combining its technical (St) and financial (Sf) scores using the following formula and weightings:

$$S = (S_t \times T\%) + (S_f \times P\%)$$

The weights given to the scores of the Technical and Financial Proposals are:

$$\text{Technical (T)} = 70$$

$$\text{Financial (P)} = 30$$

Proposals will be ranked and the proposal achieving the highest total score will be

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recommended for a contract award, subject to satisfactory negotiations.

The Bidder shall complete all Forms in Malawi Kwacha. Where foreign bidders are also invited, they shall bid in one freely convertible currency.

1.15 CURRENCY OF BID

Proposals shall be priced in Malawi Kwacha. Where foreign Bidders are invited to bid, they shall bid in one freely convertible currency. The currency of evaluation will be Malawi Kwacha. Proposals in other currencies will be converted to Malawi Kwacha for evaluation purposes only, using the exchange rates published by the Reserve Bank of Malawi fourteen (14) calendar days prior to the date of the submission deadline.

1.16 RECOMMENDATION FOR AWARD

The proposal [*with the highest combined score/with the highest technical score/with the lowest financial proposal after meeting the minimum technical score*] [*select as appropriate*] shall be recommended for award of contract, subject to any negotiations required.

1.17 NOTIFICATION OF AWARD

Prior to expiry of the period of bid validity, the Procuring and Disposing Entity shall notify the successful Bidder, in writing, that its Bid has been accepted. At the same time, the Procuring and Disposing Entity shall also notify all other Bidders of the results of the bidding.

1.18 CONTRACT NEGOTIATIONS

Prior to the signing of the contract, the Procuring and Disposing Entity may enter into negotiations with the successful Bidder on the modalities for the execution of the contract without changing the material factors of the contract.

1.19 AWARD OF CONTRACT

Award of contract shall be by placement of a Contract in accordance with Part 3: Contract, or any other formal notice to the Bidder.

1.20 RIGHT TO REJECT

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The Procuring and Disposing Entity reserves the right to accept or reject any proposal or to cancel the bidding process and reject all proposals at any time prior to contract award.

1.21 PROPOSAL SUBMISSION FORMS

TECHNICAL PROPOSAL SUBMISSION SHEET

Note to Bidder: Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.

Procurement Reference Number:	RBM/02/2026
Subject of Procurement:	Provision of External Services for Reserve Bank of Malawi Medical Aid
Name of Bidder:	
Bidder's Reference Number:	
Date of Technical Proposal:	

We offer to provide the services described in the Schedule of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

The validity period of our proposal is: **120 days**/weeks/months from the time and date of the submission deadline.

We enclose a separately sealed financial proposal.

for Proposal

TECHNICAL PROPOSAL AUTHORISED BY:

Signature: _____ Name _____

Position: _____ Date:

Authorised for and on behalf of:

Company: _____

Address: _____

T1B Beneficial Ownership Disclosure Form

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the Bidder. In case of joint venture, the Bidder must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions:

- 1. directly or indirectly holding 5% or more of the shares*
- 2. directly or indirectly holding 5% or more of the voting rights*
- 3. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.*
- 4. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;*
- 5. has a significant stake in a company and on whose behalf activity of a company is conducted; or*
- 6. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.*

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Date: [insert date]

Procurement Reference No.: [insert procurement reference number]

Page [insert page number] of [insert total number of pages] pages

To: [insert complete name of Procuring and Disposing Entity]

In response to your request in the Letter of Acceptance dated [insert date of letter of Acceptance] to furnish additional information on beneficial ownership: [select one option as applicable and delete the options that are not applicable]

(i) we hereby provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 5% or more of the shares (Yes / No)	Directly or indirectly holding 5 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Bidder (Yes / No)
[include full name (last, middle, first), nationality, country of residence]			

OR

(ii) We declare that there is no Beneficial Owner meeting one or more of the following conditions:

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights

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- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
- directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

OR

(iii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder]
- directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

Name of the Bidder: [insert **complete name of the Bidder**]¹

Name of the person duly authorized to sign the Bid on behalf of the Bidder: [insert **complete name of person duly authorized to sign the Bid**]²

¹ In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a joint venture, each reference to "Bidder" in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.

² Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.



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Title of the person signing the Bid: [insert **complete title of the person signing the Bid**]

Signature of the person named above: _____

Date signed [insert **ordinal number**] day of [insert **month**], [insert **year**]

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FINANCIAL PROPOSAL SUBMISSION SHEET

Note to Bidders: Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in the currency or currencies pe

itted in the instructions above.

Procurement Reference Number:	
Subject of Procurement:	
Name of Bidder:	
Bidder's Reference Number:	
Date of Financial Proposal:	

The total price of our proposal is: _____.

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

FINANCIAL PROPOSAL AUTHORISED BY:

Signature: _____ Name _____
:

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

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1.22 PRICE SCHEDULES

BREAKDOWN OF CONTRACT PRICE

[Complete this form with details of all your costs and submit it as part of your financial proposal. Where your costs are in more than one currency, submit a separate form for each currency. Authorise the rates quoted in the signature block below. Where this is a lump sum contract, the total price will be the contract price and the breakdown will be used only to determine the price of any additional services.]

Procurement Reference Number: _____

FEES				
NAME AND POSITION OF PERSONNEL	INPUT QUANTITY	UNIT OF INPUT	RATE MK	TOTAL PRICE MK
<i>Subtotal</i>				
<i>VAT</i>				
<i>PPDA Levy (1%)</i>				
<i>TOTAL</i>				

Notes: The Procurement Levy is calculated based on Sub-total before taxes.

REIMBURSABLE COSTS				
DESCRIPTION OF COST	QUANTITY	UNIT OF MEASURE	UNIT PRICE MK	TOTAL PRICE MK

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TOTAL				

TOTAL PRICE: _____

BREAKDOWN OF CONTRACT PRICE AUTHORISED BY:

Signature: _____ Name: _____
:

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

PART 2: SCHEDULE OF REQUIREMENTS

PROCUREMENT REFERENCE NUMBER: RBM/HR/02/26

TERM OF REFERENCE

Introduction

The Reserve Bank of Malawi Medical Aid Scheme (RESMAID) is requesting proposals from duly licensed firms by Certified Public Accountants for external audit services. The information contained herein is to facilitate effective preparation of proposal submissions.

Background

RESMAID was established in 1996 as an in-house medical scheme of the Reserve Bank of Malawi (The Bank). The principal mission of RESMAID is provide medical aid to members of staff of the Bank and their dependents.

As of 30th September 2025, RESMAID had 4076 registered members of which 1073 are serving members of staff and pensioners while 3003 are beneficiaries. The net asset value of the Scheme is at K2.28 billion. The Scheme uses several systems in processing its transactions including the following: The RESMAID Administration and Accounting Systems, Oracle Electronic Business Suite (EBS), General ledger and Flexcube Banking System, ATS and SWIFT funds transfer systems.

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The Bank would be willing to arrange a pre-submission meeting to go over any item that you feel necessary in preparing your proposal. Please contact Procurement@rbm.mw

Contract Duration

It is expected that the successful firm will be the Scheme's auditors for a period of three (3) years renewable annually, subject to satisfactory performance. An Annual Letter of Engagement outlining the terms of the audit and Annual Audit plan shall be submitted for review and approval.

Decision

It is expected that a recommendation for selection of a firm will be completed by 31st March, 2026. Due to the requirement for various approvals, it is expected that communication to the successful firm will be made by the end of first quarter of 2026.

Eligibility

Before preparing a proposal of audit service for RESMAID, Bidders are advised to ensure that their firm meets the following criteria. The firm must:

1. hold a valid Malawi Accountants Board practicing license issued under the Public Accountants and Auditors Act;
2. Ensure that the proposal has a bid validity period of 120 days.

Other requirements.

3. have knowledge of duties and responsibilities of medical aid schemes;
4. have three years recent medical aid / scheme audit experience and demonstrate comprehensive knowledge of Medical Scheme financial reporting, legislation and regulations governing Medical scheme/aid operations;
5. have well developed professional auditing techniques and a sound system of control and review of audit work performed;
6. demonstrate core competencies related to continuity of experience and qualified personnel available to be assigned to this engagement;

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7. demonstrate a commitment to meeting all reporting deadlines;
8. have substantial resources and support services available to address the scope of audit services required; and
9. have sufficient resources to provide related consulting services if and when required.

Firms that cannot meet these minimum requirements should not submit a proposal.

Requirements and Audit Scope

As with all external audits, the main purpose of the exercise is for the firm to issue an opinion on the truthfulness and fairness of the Scheme's financial statements at a particular point in time. Since the Scheme's financial year ends on 31 December, this would usually translate in giving an opinion as for the period ending 31 December. The audit shall include examination of the records and financial statements of the Scheme and its related operations.

Tentative Annual Schedule

Before 31 January, each year, the auditor shall discuss with the Scheme Management on:

- i. Scope, audit approach and fees for the audit engagement
- ii. Timing of the audit. This includes consideration for the review of general computer controls and application controls for major systems used by the Scheme.
- iii. A list of the necessary schedules, working papers, analysis and other information to be prepared by RESMAID staff.
- vi. The audit exercise shall be undertaken and concluded by 31st March of each year.

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Regular updates on progress of the audit

The Auditors are expected to provide regular updates to the Chairperson RESMAID Trustees, through the Director Human Resources as to the status of the audit and issues that may have arisen.

Commentary on Financial Statements

The auditors shall provide a written commentary highlighting changes between fiscal years, such as unusual or important items which significantly affected the operating results for the year, changes in the format or the nature of the disclosures in the notes to the financial statements, etc. It is therefore expected that the auditors shall, apart from giving an opinion on the financial statements, issue an Audit Committee report that provides a detailed commentary on the financial statements.

Management Letter

A Management Letter, in draft form, will be prepared by the auditors and submitted to the Chairperson, RESMAID Trustees at the same time the draft financial statements for the Scheme are completed, conveying their concerns relative to the internal accounting, operating controls and/or other matters of material importance with respect to the Scheme's operations, which may have been discovered in the course of the audit. These points will be discussed and agreed with Management prior to the presentation of the final Management Letter. The auditors shall also provide recommendations for such corrective actions as may be required and be prepared to provide advice and assistance with regard to implementation if required to do so. A sample of previous management letters should be submitted with the Audit Proposal.

Confidentiality

The auditors shall not at any time before, during or after the completion of the audit divulge to any third parties confidential RESMAID information which they obtain during the course of the audit.

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Terms of Engagement

It is expected that the successful firm will be the auditors for a period of three (3) years but annually renewable with possible three-year extensions as long as the engagement partner is rotated after managing the RESMAID's audit for a period of six years. An Annual Letter of Engagement outlining the terms of the audit and the Annual Audit plan shall be submitted for review and approval. After serving two consecutive terms of three years each the auditor shall not be eligible for appointment in line with RBM External Audit services Engagement and Rotation policy that requires a cool off period to enhance independence.

Proposal Content and Evaluation Criteria

The bidders will be evaluated on the basis of mandatory criteria, the experience and qualifications of the audit personnel assigned to the audit, the technical qualifications of the audit firm, the experience of the firm, the audit approach of the audit firm, additional services provided and the fee schedule submitted. Therefore, the proposal should include the following information:

- a) The profile of the firm (indicate which office will be assigned to the audit)
- b) A sample list of the firm's current and prior Medical Aid / Scheme / Insurance audit clients indicating the type(s) of services performed, the number of years served for each.
- c) The names and phone numbers of senior staff of these Medical Aid / Scheme / Insurance that may be contacted as references.
- d) The firm's experience in providing auxiliary services such as comprehensive audit services, compilation of accounts, etc. to clients by listing the name of each client, the type(s) of services performed
- e) An estimate of the number of hours that are anticipated to be required for the annual audit, broken down between the various categories of staff

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assigned to each of the responsibilities and including details of initial start up and changes in financial reporting.

- f) The firm's quality control, supervisory and review procedures intended to be employed in the conduct of the audit.
- g) Risk Management process i.e. list of the audit firm's identified risks that may hinder adequate provision audit services and procedures for mitigating risks identified
- h) Certificate of most recent review of ICAM / MAB.

Audit Team Composition and Personal Qualifications

The selected Auditor should be a firm of Certified Public Accountants or Auditors registered with the Chartered Institute of Accountants of Malawi (ICAM);

They shall hold a valid Malawi Accountants Board practicing license issued under the Public Accountants and Auditors Act;

The firm should have relevant experience in accounting and auditing of Medical Aid / Scheme / Insurance.

The key audit team where a private audit firm is used will comprise, at least:

- a. An audit manager with at least 10 years' experience in auditing and with a sound knowledge. In addition, he/she should be a member of a recognized accountancy professional body;
- b. A team leader with at least a Master's degree in auditing/accounting or equivalent with a minimum of 5 years' experience in auditing; and
- c. An assistant auditor with adequate experience and professional qualifications.
- d. Describe the experience in Medical Aid / Scheme / Insurance audits of partners, managers and senior staff assigned to the audit including years on each job and their position on each audit.

The firm shall maintain independence standards that are in compliance with the requirements of the International Federation of Accountants' (IFAC) Code of Ethics.

In addition, firms will be required to show evidence of compliance with the relevant tax legislation prior to contract award.

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Advisory Services and Publications

Information should be included in the proposal regarding any advisory services which may be available either free of charge or for a separate fee. These may include staff assistance and/or publications relating to changes to International Financial Reporting Standards, taxable benefits, employee benefit plans, operational audit, comprehensive audit, financial systems development, management, cash management etc. Specific expertise in any of the above areas should be outlined.

Fees and Expenses

The proposal should include a firm quotation for the fees to be charged for each audit year.

Note:

- ▶ Out of pocket expenses must be included in the audit fees quoted in this proposal call.
- ▶ The fees must include all auditing assignments and all applicable taxes.
- ▶ The audit should be considered as a “local” audit and the RESMAID Trustees shall not be responsible for any disbursement incurred by the firm, which are caused by using staff from other locations unless otherwise agreed.
- ▶ All fees for the audit of RESMAID financial statements are to be billed directly to RESMAID.
- ▶ Services performed shall be billed on audit progression basis from the start of the audit.
- ▶ Any additional service outside the audit assignment is to be approved by RESMAID Trustees.

Termination

In the event that the Successful Bidder fails to comply with any of the terms and conditions set forth in this document, the Successful Bidder will be

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notified in writing and will be given fifteen days to comply with the violated sections. At the expiration of the stated period of time, if the Successful Bidder has not complied with the same to the satisfaction of RESMAID, the Contract will be terminated. Any termination of the contract by RESMAID as aforesaid shall be without prejudice to any other rights or remedies RESMAID Bank may have.

General

Provide a brief explanation of why your firm should be selected (specific, detailed, verifiable information). Also, include comments on any ideas regarding the audit function that your firm believes RESMAID should consider.

The audit candidate should also indicate in the proposal their agreement to the terms and condition of this Request for Proposal. Please indicate any components of this request for proposal which cannot be met.

Bidders will be evaluated based on the following criteria.

Technical Evaluation Criteria

a) Experience in Similar Assignments

- Proven experience auditing medical aid schemes, insurance funds, pension funds, or other health-related financial entities.
- At least three traceable references from similar assignments completed within the past five years with contact details.

b) Methodology & Approach

- Understanding of the assignment and scope.
- Proposed auditing approach, risk assessment process, sampling strategy, and internal control evaluation methods.

c) Qualifications and experience of the audit team

- A team leader with at least a Master's degree in auditing/accounting or equivalent with a minimum of 5 years' experience in auditing

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- An audit manager with at least 10 years' experience in auditing and with sound knowledge. In addition, he/she should be a member of a recognized accountancy professional body

d) Firm's Financial Capacity

- Financial stability of the firm (authenticated bank statement for the past six months or audited financial report of not later than 2023).

e) Compliance & Registration

- Valid Malawi Accountants Board practicing license issued under the Public Accountants and Auditors Act.

f) Understanding of Regulatory Environment

- Demonstrated understanding of Malawi's medical aid regulations, accounting standards, and statutory reporting requirements.
- Experience working with regulatory entities or statutory schemes.



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PART C: FORM OF CONTRACT

PART 3: FORM OF CONTRACT

PROCUREMENT REFERENCE NUMBER: RBM/HR/02/26

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CONTRACT FOR CONSULTING SERVICES

**SMALL ASSIGNMENTS
LUMP-SUM PAYMENTS**

EXTERNAL AUDIT SERVICES

BETWEEN

RESERVE BANK OF MALAWI

AND

[NAME OF THE CONSULTANT]

Contract Reference Number: _____

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CONTRACT FOR CONSULTING SERVICES

**SMALL ASSIGNMENTS
LUMP-SUM PAYMENTS**

CONTRACT

THIS CONTRACT ("Contract") is entered into this ____ day of _____ 20____, by and between _____ ("the Procuring and Disposing Entity" hereinafter called "the Client") having its principal place of business at _____, and _____ (the "Supplier" hereinafter called the "Consultant") having its principal office located at _____.

WHEREAS, the Client wishes the Consultant to perform the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows—

1. *Services*
 - (i) The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services");
 - (ii) The Consultant shall provide the personnel listed in Annex B, "Consultant's Personnel," to perform the Services; and
 - (iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Annex C, "Consultant's Reporting Obligations."
2. *Term*

The Consultant shall perform the Services during the period commencing _____ and continuing until _____, or any other period as may be subsequently agreed by the parties in writing.
3. *Payment*
 - A. Ceiling

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not exceeding

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_____. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

B. Schedule of Payments

The schedule of payments is specified below—

_____ upon the Client's receipt of a copy of this Contract signed by the Consultant; against submission of Bank Guarantee for the Advance Payment in accordance with Annex D of this Contract;

_____ upon the Client's receipt of the draft report, acceptable to the Client; and

_____ upon the Client's receipt of the final report, acceptable to the Client.

_____ Total

C. Payment Conditions

Payment shall be made in _____ (insert currency), no later than _____ days following submission by the Consultant of an invoice to the Coordinator designated in paragraph 4. Such an Invoice shall be raised upon successfully completing a deliverable as prescribed in Section B of the contract

4. *Project Administration*

A. Coordinator.

The Client designates _____ as its Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.

B. Reports.

The reports listed in Annex C, "Consultant's Reporting

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Obligations,” shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph 3.

- 5. *Performance Standards***

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory. The consultant shall ensure that the replacement is of equal or better qualifications and experience as the previous personnel.
- 6. *Confidentiality***

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
- 7. *Ownership of Material***

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.
- 8. *Consultant Not to be Engaged in Certain Activities***

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
- 9. *Insurance***

The Consultant will be responsible for taking out any appropriate insurance coverage. The insurance cover shall be _____.
- 10. *Assignment***

The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
- 11. *Law Governing Contract and Language***

The laws of the Republic of Malawi shall govern the Contract, and the language of the Contract shall be English.

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12. Completion of Contract This Contract shall be completed after all the agreed deliverables have been successfully completed by the Consultant and paid by the Client and as agreed and signed for in this contract.

13. Termination of Contract The Client may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Consultant, to be given after the occurrence of—

- (a) Consultant fails to remedy failure in performance of contract;
- (b) Consultant becomes insolvent; or
- (c) As a result of force majeure.

Similarly, the Consultant may terminate this Contract, by not less than thirty (30) days' written notice to the Client, after the occurrence, among others, of the following—

- (a) If the Client fails to pay the Consultant for work done
- (b) Consultant becomes insolvent
- (c) As a result of force majeure

14. Resolution of Disputes Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Republic of Malawi.

FOR THE CLIENT

FOR THE CONSULTANT

Signature _____ Signature _____

Signed by [name] _____ Signed _____ by _____

Title: _____ Title: _____

WITNESS

WITNESS

Signed: _____ Signed _____

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Signed By_(Name(_____ (Name)
By_____

Signed

Name_____
Name_____

LIST OF ANNEXES

Annex A: Terms of Reference and Related Goods

Annex B: Consultant's Personnel

Annex C: Documents establishing eligibility of Bidders

Annex D: Consultant's Reporting Obligations



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Annex A—TERMS OF REFERENCE AND RELATED GOODS**



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Annex B—CONSULTANT’S PERSONNEL



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Annex C—DOCUMENTS ESTABLISHING ELIGIBILITY OF BIDDERS



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Annex D— CONSULTANT’S REPORTING OBLIGATIONS

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ANNEX E—FORMAT OF BANK GUARANTEE FOR ADVANCE PAYMENTS (WHERE APPLICABLE)

[Name of Client] _____ *and* _____ *Address* _____ *of*

[Name of Services] _____ *of* _____ *Contract* _____ *for* _____ *Consultants’*

Gentlemen:

In accordance with the provisions of the above-mentioned Contract (hereinafter called “the Contract”), *[name and address of Consultants]* (hereinafter called “the Consultants”) shall deposit with *[name of Client]* a bank guarantee to guarantee their proper and faithful performance under the said provisions of the Contract in an amount of *[amount of Guarantee]*, *[amount of Guarantee in words]*.

We, the *[bank or financial institution]*, as instructed by the Consultants, agree unconditionally and irrevocably to guarantee as primary obligor and not as Surety merely, the payment to *[name of Client]* on his first demand without whatsoever right of objection on our part and without his first claim to the Consultants, in the amount not exceeding *[amount of Guarantee]*, *[amount of Guarantee in words]*.

We further agree that no change or addition to or other modification of the terms of the Contract which may be made between *[name of Client]* and the Consultants, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

Yours faithfully,



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Signature and Seal

Name of Bank/Financial Institution

Address

Date
