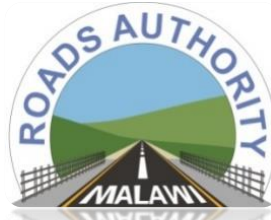


Government of the Republic of Malawi



Accelerating Malawi's Economic Growth

ROADS AUTHORITY

REQUEST FOR PROPOSALS (RfP)

LEGAL SERVICES FOR ROADS AUTHORITY (RETAINER) PROCUREMENT REFERENCE No. RA/CON/ADM/2024-2025/06

1. Assignment description, source of funding and implementation

- 1.1. The Roads Authority (RA) has secured funds from the Malawi Government for the procurement of selected road upgrading / rehabilitation works commencing in the 2024 – 2025 financial year. The RA intends to apply part of the funds to cover eligible payments for the proposed consultancy services.
- 1.2. The RA now invites sealed bids from eligible bidders for the consultancy services for the provision of professional legal services on a retainer basis for a maximum period of three (3) years renewable annually and based on satisfactory performance.

2. Bidding procedures

- 2.1. 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. 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.
- 2.2. 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 19th February 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
Attention: Procurement Manager

- 2.3. **Request for Proposal (RfP):** Interested eligible firms may download the RfP from the Roads Authority Website www.ra.org.mw. 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 MWK10,000.00.
- 2.4. The method of payment will be bank deposit at the NBS Bank account as provided hereunder:

NBS Bank:	Capital City Service Centre
Account Name:	Roads Authority
Account number:	20991453

- 2.5. Proposals shall be valid for a period of 120 days from the date of opening.
- 2.6. Requests for clarification on Request for Proposals or general questions must be sent in writing to the address in (2.2) above at least **7 calendar days** before the tender closing date.
- 2.7. Pre-proposal meetings: The RA shall not arrange a pre-proposal meeting.

3. Evaluation of technical proposals

- 3.1. Consultants will be evaluated on the basis of compliance with the requirements stated in TORs. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services:
- Field of specialization of the firm
 - Experience in carrying out specific assignments in the last 10 years.
 - Technical and Managerial capability of the firm. (Provide the structure of the organization, general qualifications and experience, and number of key staff);
 - Adequacy of the Technical approach and methodology to undertake the assignment;
 - Key Experts' Qualifications and Competence for the assignment;
 - Experience in similar working conditions.

4. Submission and opening of technical proposals

Proposals must be delivered to the address in 2.2 on or before 18th March 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.