Malawi Housing Corporation

Head Office, Soche, Blantyre

REQUEST FOR PROPOSALS

PROCUREMENT OF LEGAL SERVICES (RETAINER LAWYER) AND EXTERNAL AUDIT SERVICES FOR THE PERIOD 2026-2028

DATE OF ISSUE OF RFP DOCUMENT: 4th November 2026

1. Malawi Housing Corporation has budgeted funds for the procurement of Legal Services (Retainer Lawyer) and External Audit Services for the period 2026-2028.

2. The Chairperson of the Internal Procurement and Disposal Committee now invites sealed Proposals from interested and eligible Bidders to submit them as detailed below:

ITEM NO.	PROCUREMENT ACTIVITY	PROCUREMENT REFERENCE NO.
1	LEGAL SERVICES	MHC/2026-2028/LEGAL SERVICES/1
2	EXTERNAL AUDIT SERVICES	MHC/2026-2028/AUDIT SERVICES/1

3. Bidding shall be conducted in accordance with the Open Tendering procedures contained in the Malawi Public Procurement and Disposal of Assets Act (2025) and Regulations, and is open to all eligible Bidders. The basis of selection shall be Quality and Cost Based Selection (QCBS).

4. A complete set of Request for Proposals Document for each Procurement Activity, in English, may be purchased by the interested Bidders upon depositing a Non-Refundable Fee of **K 20,000.00 for each**, with the National Bank of Malawi, by filling a Malawi Housing Corporation Deposit Slip, as detailed below:

   Account Name: Malawi Housing Corporation

   Bank: National Bank of Malawi, Chichiri, Branch

   Account Type: Current

Account Description: Other Payments (Tenders)

Account Number: 1000930567

5. RFP Documents shall only be collected from the Procurement and Disposal Unit at Soche in Blantyre on presentation of the Deposit Slips at the address in Paragraph (8.1) below from 08:00 Hours to 16:00 Hours, from Monday to Friday.

6. Proposals shall be submitted in two sealed envelopes (marked Technical and Financial Proposals) enclosed in one outer envelope (marked with a Description of the Procurement Activity and its Procurement Reference Number) and be deposited in the **Tender Box** located at the Malawi Housing Corporation Head Office, Soche, in Blantyre upon full completion.

7. Closing date for Proposals submission is **Monday, 23rd November 2026 at 14:00 Hours**. Only the **Technical Proposals will be immediately opened at 14:00 Hours**, in the Malawi Housing Corporation Head Office Board Room in Blantyre, in the presence of the Bidders or their Representatives who choose to attend. The Technical Proposals must be accompanied by the filled and signed **Technical Proposal Submission Sheets, Bid Securing Declaration and Beneficial Ownership Disclosure Forms** while the Financial Proposals must be accompanied by the filled and signed **Financial Proposal Submission Sheets and Price Schedules.**

8. Addresses for inspection, collection, clarification and submission of Proposals:

8.1 Address for inspection, collection and clarification:

Procurement and Disposal Unit,

Malawi Housing Corporation,

P O Box 414,

Blantyre.

Attention: Morris Banda

Email: bandam@mhc.mw

8.2 Address for submission:

The Chairperson,

Internal Procurement and Disposal Committee,

Malawi Housing Corporation,

P O Box 414,

Blantyre.