



# Malawi Housing Corporation

Head Office, Area 6, Lilongwe

## REQUEST FOR PROPOSALS

**PROCUREMENT OF LEGAL SERVICES (RETAINER LAWYER) FOR THE PERIOD 2025-2027**

**PROCUREMENT REFERENCE No: MHC/2025-2027/LEGAL SERVICES/1**

**DATE OF ISSUE OF RFP DOCUMENT: 23<sup>rd</sup> June 2025**

1. Malawi Housing Corporation has budgeted funds for the procurement of Legal Services (Retainer Lawyer) for the period 2025-2027.
2. The Chairperson of the Internal Procurement and Disposal Committee now invites sealed Proposals from interested and eligible Bidders to submit them.
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, in English, may be purchased by the interested Bidders upon depositing a Non-Refundable Fee of **K 20,000.00** with 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 Area 6 in Lilongwe on presentation of the Deposit Slips at the address in Paragraph (8.1) below from 08:00 AM to 16:00 PM, 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, Area 6, in Lilongwe upon full completion.
7. 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, Area 6, in Lilongwe upon full completion.
8. Closing date for Proposals submission is **Monday, 14<sup>th</sup> July 2025 at 10:00 AM**. Only the **Technical Proposals will be immediately opened on Monday, 14<sup>th</sup> July 2025 at 10:00 AM**, in the Malawi Housing Corporation Head Office Board Room in Lilongwe, in the presence of the Bidders or their Representatives who choose to

attend. The Technical Proposal must be accompanied by the filled and signed **Technical Proposal Submission Sheet, Bid Securing Declaration and Beneficial Ownership Disclosure Forms** while the Financial Proposal must be accompanied by the filled and signed **Financial Proposal Submission Sheet and Price Schedule**.

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

9.1 Address for inspection, collection and clarification:

**Procurement and Disposal Unit,**

**Malawi Housing Corporation,**

**Area 6,**

**P O Box 414,**

**Lilongwe.**

9.2 Address for submission:

**The Chairperson,**

**Internal Procurement and Disposal Committee,**

**Malawi Housing Corporation,**

**Area 6,**

**P O Box 414,**

**Lilongwe.**