



RESERVE BANK OF MALAWI

INVITATION TO BID (ITB)

PROVISION OF MANAGEMENT SERVICES AT RESERVE BANK OF MALAWI SPORTS COMPLEX IN LILONGWE- *Retender*

Procurement Reference Number: RBM/HR/017/2023

Date of Issue: 19 June, 2023

NATIONAL COMPETITIVE BIDDING

1. The Reserve Bank of Malawi (the Bank) intends to engage a service provider to manage its Clubhouse and Sports Complex located in Lilongwe. The Bank now invites sealed bids from eligible bidders for the provision of the services.
2. Bidding will be conducted in accordance with Open Tendering Procedures under **National Competitive Bidding (NCB)** contained in the Public Procurement and Disposal of Assets Act, 2017 of the Government of Malawi, and is open to all interested bidders.
3. Bidders may obtain further information and inspect the Bidding Documents from the Procurement and Stores Department at the address shown in 6(a) below from 08:00 to 11:30 and 14:00 to 16:00 hours from Monday to Friday, except public holidays.
4. A complete set of Bidding Documents in **English** may be purchased by interested bidders from the address shown in 6 (a) and upon payment of a non- refundable fee of **MK5,000.00** between **8:00 am and 11:00 am** from Monday to Friday

except on public holidays. The method of payment will be cash or bank certified cheques deposited at the Bank's counters. ***Prospective bidders are requested to attend pre-bid meeting on Wednesday, 5 July 2023 at the Banks Clubhouse in Area 47 - Lilongwe from 10.00 hours***

5. Bids clearly marked "***Tender for provision of Management Services at RBM Sports Complex***" should be delivered to the address shown in 6 (b) below on or before **19 July 2023 at 10:00 Hours**. Bids will be opened in the presence of the bidders' representatives who may choose to attend at the address shown in 6 (c) below on **19 July 2023 at 10:00 Hours**. Late bids shall be rejected.

6. (a) Address for inspection, clarification and collection of bidding documents:

Reserve Bank of Malawi
Business Reception
Convention Drive,
Lilongwe

(b) Address for submission of bids:

The Chairperson,
RBM Internal Procurement and Disposal Committee,
P.O Box 30063,
Lilongwe,
Malawi.

(c) Address for Bid Opening:

Reserve Bank of Malawi,
Floor 5, Auditorium,
Lilongwe,
Malawi.

Chairperson

RBM Internal Procurement and Disposal Committee