



THE MALAWI NATIONAL EXAMINATIONS BOARD

REQUEST FOR PROPOSALS (RFP)

CONSULTANCY FOR THE DEVELOPMENT OF MANEB FINANCIAL AND PROCEDURES MANUAL (RE-ADVERTISED)

PROCUREMENT REFERENCE NO.: MANEB/RFP/S/03/23-24

DATE OF ISSUE: THURSDAY 22ND FEBRUARY 2024

1. **The Malawi National Examinations Board (MANEB)** has budgeted funds for the procurement of Consultancy Services. MANEB now wishes to engage the services of consulting firm to undertake the development of financial and procedures manual.
2. Bidding will be conducted in accordance with open tendering procedures contained in the Public Procurement Laws and Regulations of the Government of the Republic of Malawi and is open to all eligible bidders.
3. Interested eligible bidders may obtain further information and inspect the Bidding Documents from MANEB's Procurement and Disposal Unit at the address given in paragraph 6(a) below from 08:00 to 12:00hours, 13:00 to 16:00hours local time (Monday to Friday) except on Public Holidays.
4. A complete set of Bidding Documents in English language may be purchased by interested bidders at 6(b) below upon payment of a non-refundable fee of **Ten Thousand Kwacha (MWK10, 000.00)**. The method of payment will be cash.
5. Sealed bids, clearly marked on the outer envelope with **"Tender Description and Reference Number"** must be deposited in the Tender Box at the address in paragraph 6(b) below at or before **10:00 a.m.** (local time) on **Friday, 22nd March, 2024**. Late bids will be rejected and returned to the bidder unopened.
6. The addresses referred to above are:
 - (a) Inspection and Issue of Bidding Document:
**Procurement and Disposal Unit, Room 103
The Malawi National Examinations Board
Malemia road next to old Parliament building
P.O. Box 191
ZOMBA**
 - (b) Purchase of Bidding Document:
**Accounts Office
The Malawi National Examinations Board
Malemia road next to old Parliament building
P.O. Box 191
ZOMBA**
 - (c) Submission of Tender Documents:
**Room 103, Second floor
The Malawi National Examinations Board
Malemia road next to old Parliament building
P.O. Box 191
ZOMBA**
 - (d) Opening of Tender Documents:
**MANEB Conference room, Second Floor
The Malawi National Examinations Board
Malemia road next to old Parliament building
P.O. Box 191
ZOMBA**
7. It is the responsibility of each bidder to ensure that the bids submitted are in accordance with the 'Instruction to Bidders' contained in the Bidding Document, non-compliance to the instructions will lead to disqualification and rejection of the bid.
8. Opening of Bids shall commence at **10:00a.m.** (local time) on **Friday, 22nd March 2024** at MANEB Conference room, interested bidders, their representatives and the general public are welcome to attend.
9. MANEB is not in any way bound to accept the lowest or any bid but reserves the right to exercise choice of the lowest evaluated, substantially responsive bid and procurement proceedings may be cancelled at any stage.