



UNITED CIVIL SERVANTS SACCO

EXPRESSION OF INTEREST (EOI) FOR THE CONSTRUCTION OF AN OFFICE BLOCK

The United Civil Servants SACCO Limited invites eligible and qualified contractors to submit Expressions of Interest (EOI) for the construction of a proposed office block in Karonga and a hostel in Nsanje.

1. Project Description

The project involves the construction of a modern office block, including but not limited to:

- a. Civil, structural, and architectural works
- b. Electrical and mechanical installations
- c. External works and landscaping

2. Eligibility Criteria

Interested contractors must meet the following requirements:

- a. Must be a registered construction company with relevant authorities
- b. Proven experience in construction of similar projects
- c. Availability of qualified technical personnel
- d. Demonstrated financial capacity
- e. Valid tax clearance certificate
- f. Compliance with all statutory and regulatory requirements

3. Submission Requirements

Interested firms should submit:

- a. Company & Business profile and registration documents
- b. List of similar projects completed in the last 5 years
- c. References from previous clients
- d. Audited financial statements (last 3 years)
- e. Proof of technical capacity and key personnel
- f. Any other relevant supporting documents

4. Submission Details

Interested firms should submit:

Expressions of Interest must be submitted in sealed envelopes clearly marked:

"EOI – Construction of Office Block"

Submissions should be delivered to:

The Procurement Committee

United Civil Servants SACCO Limited
P.O. Box 30197, Capital City, Lilongwe

Area 13, plot No. 13/41, City centre, public pension fund Trust building, third floor, opposite golden peacock shopping centre, Lilongwe, Malawi.

5. Deadline

All submissions must be received no later than **17th April, 2026 at 17:00 Hours.**

6. Additional Information

Only shortlisted contractors will be invited to participate in the next stage (tendering process). United Civil Servants SACCO Limited reserves the right to accept or reject any or all submissions without assigning any reason.