

ELECTRICITY SUPPLY CORPORATION OF MALAWI LTD



REQUEST FOR PROPOSALS (RFP)

PROCUREMENT OF CONSULTANCY SERVICES FOR THE PROVISION OF HUMAN RESOURCE AUDIT

PROCUREMENT REFERENCE NO.: ESC047/RFP/S/FY2020-21

DATE OF ISSUE 27th April 2021

1. The Electricity Supply Corporation of Malawi Limited (ESCOM) has budgeted funds for the procurement of Consultancy Services. ESCOM now wishes to engage the services of the Consultant to provide **Human Resources Audit for ESCOM**.
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 **ESCOM'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 Five Thousand Kwacha (**MWK5, 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 28th May 2021**, . 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
ESCOM House, Annex Building, Second Floor
9 Haile Selassie Road
Blantyre
 - (b) *Purchase of Bidding Document:*
Accounts Office

**ESCOM, Umoyo House, Third Floor
Victoria Avenue
Blantyre**

(c) *Submission of Tender Documents:*
**ESCOM House Annex Building
Tender Box situated at IT Reception
9 Haile Selassie Road, P.O. Box 2047
Blantyre**

(d) *Opening of Tender Documents:*
**Malawi Sun Hotel
Blantyre**

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 28th May 2021 at Malawi Sun Hotel**, interested bidders, their representatives and the general public are welcome to attend.
9. ESCOM 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.