



MALAWI UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)

REQUEST FOR PROPOSALS (RFP)

PROVISION OF LEGAL SERVICES ON RETAINERSHIP BASIS (RE ADVERTISED)

PROCUREMENT REFERENCE NO.: NCB-MUST-S-2024/25-200

DATE OF ISSUE: 17th JUNE 2025

1. The Malawi University of Science and Technology (MUST) has budgeted resources towards the cost of implementing various programs in the University and it intends to apply part of the funds towards payments for the provision of various services.
2. The Chairman, Internal Procurement and Disposal Committee, now invites sealed bids from eligible and qualified bidders for the **Provision of Legal Services on Retainership basis** as detailed below:

Procurement Reference Number	Description of Related Services and Goods	Delivery Period
NCB-MUST-S-2024/25-200	Provision of Legal Services on Retainership Basis (Re advertised)	12 months

3. 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.
4. Interested eligible bidders may obtain further information from the **Procurement and Disposal Department** and inspect the Bidding Document at the address given below at 7(a) from **08.00 to 12.00 and 13.00 to 16.00 hours local time** (Monday to Friday, except on national public holidays).
5. A complete set of Bidding Documents in English may be purchased by interested bidders from the address shown at 7(a) below and upon payment of a non-refundable fee of **MK10,000.00**. The method of payment shall be **Cash**.
6. 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 7(c) below at or before **10:00 a.m. (local time) on Wednesday, 02nd July 2025**. Bids will be

opened in the presence of the bidders' representatives who choose to attend at the address below at paragraph 7(d) on **02nd July 2025 at 10.00 hours local time**. Electronic bidding **will not** be permitted and late bids will be rejected and returned to the bidder unopened.

7. Address for inspection, purchase, collection, submission and opening of bids:

a) Address for Inspection, clarifications and issuing of bidding documents

The Procurement Manager
Malawi University of Science and Technology
Procurement Unit, Room 41, Ground Floor
Ndata, Thyolo, Post Office Box 5196
Limbe, Malawi.

b) Purchase of Bidding Document:

Accounts Office
Malawi University of Science and Technology
Procurement Unit, Room 31, Ground Floor
Ndata, Thyolo, Post Office Box 5196
Limbe, Malawi.

c) Address for Submission of Bids

The Chairman
Internal Procurement and Disposal Committee
Malawi University of Science and Technology
Ndata, Thyolo, Post Office Box 5196
Limbe, Malawi.

d) Address for Bid Opening

Malawi University of Science and Technology,
The Mini Conference Room, Ground floor,
Ndata, Thyolo, Post Office Box 5196
Limbe, Malawi.

8. 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.
9. MUST 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.

Signed

The Chairman
(Internal Procurement and Disposal Committee)
Malawi University of Science and Technology