



Malawi Government

MINISTRY OF AGRICULTURE

Invitation for Proposals

For

The procurement of consultancy for the provision of logistical services for the 2022/2023 affordable inputs program (aip)

Tender Reference Number: **019/NCB/AIP/LG/2022/23**

Date of Issue: **24th June, 2022**

1. The Government of Malawi (GOM) through the Ministry of Agriculture has budgeted resources for procurement of Logistical Consultancy Services for the 2022/2023 Affordable Inputs Programme (AIP). The Ministry intends to apply part of the funds for payments of **contract for provision of logistical consultancy services.**
2. The Government of Malawi, through Ministry of Agriculture, now invites sealed technical and financial proposals from eligible and suitably qualified Consulting firms for provision of the logistical consultancy services.
3. **Brief Description of the Consultancy Services Required**

In liaison with the Ministry, the Consultant shall perform the following tasks:

- Cleaning and production of AIP beneficiary registers
- Training input Suppliers on how claims for payment should be produced with the guidance from the Coordinating Unit
- Verifying claims/invoices from Suppliers of inputs before making recommendations to the Ministry for payment
- Maintaining costing records for all aspects of the programme i.e. put in place a cost recording system that will permit total costs and classified costs (i.e. fertiliser costs, livestock costs and seed costs)
- Producing and submitting weekly reports on progress of the 2022 - 2023 programme to the Ministry of Agriculture through AIP Coordinating Unit

- Produce and submit mid-term and final implementation reports of the 2022/2023 AIP to the Ministry of Agriculture
4. The Consultancy Services shall be undertaken for a period from August, 2022 to March, 2023 subject to extension.
 5. A complete set of the Request for Proposals Document in English may be purchased by interested bidders or their representatives at a non-refundable fee of **Five Thousand Malawi Kwacha (MK5,000.00) cash.**
 6. Proposals, clearly marked on the outer envelope *with tender name and reference number* must be deposited in the tender box placed at the **Procurement and Disposal Unit, room 76, first floor** at or before **14:00 hours local time on 15th July, 2022** and addressed to:
**The Chairperson,
Internal Procurement and Disposal Committee
Ministry of Agriculture
P.O. Box 30134,
Capital Hill,
Lilongwe 3**
 7. Proposals shall remain valid for a period of **120 days** after the deadline for bid submission.
 8. Interested eligible bidders may obtain further information from and inspect the bidding document, from Monday to Friday 7:30am to 4:30pm, except public holidays and lunch hour, at the office of :

The Chief Procurement Officer
Ministry of Agriculture
First Floor, Room 76
P.O.Box 30134
Lilongwe 3
Phone; 2651 789 033/ 01 789 046/ 01 789 31
Email: pdu.agriculture@agriculture.gov.mw and cc justinkagona@gmail.com
 9. Proposals will be opened in the presence of bidders' representatives who may choose to attend the opening on **15th July, 2022**, at **14:00 hours local time** at the Ministry of Agriculture Headquarters, Capital Hill, First Floor, Conference Room.

Signed
The Chairperson
Internal Procurement and Disposal Committee
Ministry of Agriculture