



**Malawi
Revenue
Authority**

REQUEST FOR QUOTATION

CONSULTANCY FOR MIGRATION FROM AN UMBRELLA PENSION FUND TO A SELF-ADMINISTERED PENSION FUND

PROCUREMENT REFERENCE NO. MRA/MIGRATION OF PENSION
FUND/18/10/2023

1. The Malawi Revenue Authority is an agency responsible for collecting and accounting for tax revenue on behalf of the Malawi Government. The Malawi Revenue Authority has budgeted funds from its annual budget for procurement of consultancy services for migration to a self-administered pension fund.
2. The Authority now invites sealed Quotations from service providers with suitable experience in consultancy services. Bidders will be expected to, among others, meet the following minimum requirements:
 - The Lead Consultant must be a Chartered Accountant or Certified Chartered Insurer. Bidders must submit copies of academic qualifications as evidence of this.
 - The Lead Consultant must have 10 years' experience in facilitation of the migration of pension funds or similar financial institutions. Bidders must submit copies of curriculum vitae in support.
 - Strong analytical and problem-solving skills.
 - Familiarity with the jurisdiction's regulatory framework for pension funds.
 - Relevant professional certifications and memberships.
3. Evaluation will be based on the requirements stated in 2 above and other requirements in the Request for Quotation document.
4. Interested Consultants must submit their proposal in a sealed envelope clearly marked "**Consultancy for Migration from an Umbrella Pension Fund to a Self-Administered Pension Fund**" to the address below on or before **15:00 hours on Tuesday 24th October, 2023** and should be deposited in the tender box at the reception area on Second floor at **Msonkho House Blantyre**. A Commissionaire will be available on hand to provide assistance for purposes of submission only.
5. Request for Quotation documents for the services SHALL be requested via e-mail at **scm@mra.mw** or accessed on **www.mra.mw** or **www.pppda.mw**

**The Chairperson
Internal Procurement committee
Malawi Revenue Authority
Msonkho house
Private Bag 247
Blantyre**