



CENTRAL REGION WATER BOARD

INVITATION TO EXPRESS INTEREST

**Consultancy Services for the Preparation of Design and Tender Documents for the New
Central Region Water Board (CRWB) Head Office Building, Area 4, Lilongwe
PROCUREMENT REFERENCE No. CRWB/HO-DESIGN/EOI/2026**

Date of Issue: 12th August, 2026

1.0 Introduction

The Central Region Water Board (CRWB), a statutory body established under the Water Works Act (Cap. 72:03) of the Laws of Malawi, has allocated funds and intends to apply part of the proceeds of these funds towards the cost of Consultancy Services for the Preparation of Design and Tender Documents for a new purpose-built CRWB Head Office Building in Area 4 in Lilongwe.

2.0 Scope of Services

The services comprise the preparation of comprehensive architectural, structural, and engineering designs, together with complete tender documentation, for the construction of a modern, climate-resilient, and sustainable Head Office building for CRWB. The proposed building shall be a minimum three-storey structure with full structural provision for future scaling to five Storeys, incorporating green building solutions, energy efficiency measures, and smart office technologies. The assignment shall be undertaken in three phases: Inception, Preliminary Design, and Detailed Design and Tender Documentation, over a total duration of eight (8) months. The project is strictly an institutional headquarters development for CRWB and does not include any commercial rental spaces or mixed-use components.

The detailed Terms of Reference (ToRs) for the assignment can be obtained from the address below or downloaded from: www.crbw.mw/tenders

3.0 Qualifications for Shortlisting

Interested consulting firms must provide information demonstrating their qualifications, capabilities, personnel, and experience to undertake the assignment. Consultants may constitute joint ventures to enhance their capacity and chances of qualification. The submission should include the following:

- a) Company profile highlighting areas of expertise relevant to architectural and engineering consultancy services, with an annual financial turnover of at least MK 500,000,000 (Five Hundred Million Malawi Kwacha);

- b) Detailed descriptions of at least five (5) similar completed projects within the past ten (10) years, involving the preparation of tender documents, architectural design, and detailed engineering for government, public, or private office buildings of comparable scale and complexity;
- c) Relevant similar experience, which should specifically include the following:
 - Experience in the preparation of preliminary and detailed architectural and engineering designs, drawings, and specifications for office buildings/structures of comparable scale, in line with relevant ISO and EDGE certification standards;
 - Experience designing buildings incorporating green solutions, including solar energy, smart office technologies, and sustainable building practices; and
 - Experience in the preparation of comprehensive project cost estimates, Bills of Quantities, and tender/bidding documentation in compliance with national procurement procedures.
- d) List of key professional staff available for the assignment, including their qualifications, experience, and roles in similar projects. Firms are expected to include the following key experts in their team: Team Leader, Architect, Civil/Structural Engineer, Quantity Surveyor, Electro-Mechanical Engineer, ICT Systems Specialist, Interior Design Specialist, Environmental Health & Safety Specialist, Geotechnical Engineer, Land Surveyor, and Laboratory Design Specialist. Firms may propose additional or alternative experts as deemed appropriate, based on their approach and understanding of the assignment;
- e) Demonstrated capacity to mobilize appropriate resources, including project management systems, quality assurance frameworks, and technical tools;
- f) Certificate of Incorporation, Current registration certificate with the **Construction Industry Regulatory Authority (CIRA)** a valid Tax Clearance Certificate (TCC) from the Malawi Revenue Authority, valid Certificate from Public Procurement & Disposal Authority (PPDA) and any other relevant documentation supporting the firm's technical and managerial ability to deliver the required consulting services.

4.0 The Central Region Water Board, now invites Expressions of Interest from professionally qualified and experienced firms duly registered with the **Construction Industry Regulatory Authority (CIRA)** to develop designs, tender documentation, and provide preliminary support for the construction of the new CRWB Head Office Building at Area 4 in Lilongwe.

5.0 Expressions of Interest will be evaluated in accordance with the Public Procurement and Disposal of Public Assets Act of 2025 and participation is open to all eligible bidders.

Further information can be obtained at the address below during office hours, i.e., from 07:30 to 16:30 hours, Monday to Friday.

6.0 Consulting firms must disclose any actual or potential conflicts of interest relating to this assignment. Without limiting the generality of the foregoing, firms shall disclose:

- Any current or past relationship with CRWB staff involved in this procurement
- Any affiliation with entities that may be involved in the subsequent construction phase (e.g., contractors, suppliers, manufacturers)
- Any other relationships that could compromise the objectivity or fairness of the assignment

Firms found to have undisclosed conflicts of interest shall be disqualified. Firms that are affiliated with any entity that may bid for the construction contract shall not be eligible for this consultancy.

7.0 Sealed Expressions of Interest, clearly marked “Consultancy Services for the Preparation of Design and Tender Documents for the New Central Region Water Board (CRWB) Head Office Building, Area

4, Lilongwe” must be delivered in written form to the address below by **Wednesday 26th August, 2026** at 10:00 hours local time. Late submissions will be rejected and returned unopened.

The Chairperson
Internal Procurement and Disposal Committee
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