REQUEST FOR PROPOSALS (RFP) FOR PROVISION OF EXTERNAL AUDITING SERVICES

PROCUREMENT REF: ADMARC/RFP/FIN-EAS/2025/26

1. Introduction

ADMARC Limited is inviting interested Auditors and/or Audit firms with a minimum of five (5) years in practice to submit written proposals to provide External Auditing Services. As ADMARC's external auditors, the selected Auditor and/or Audit firm shall be expected to provide a wide range of auditing and advisory services.

2. Request for Proposals

ADMARC Limited therefore seeks Technical and Financial Proposals from reputable Auditing firms for this appointment. Interested firms must provide information indicating how they are qualified to perform the required services and the information may include the firm's profile including general qualifications of partners, at least two references from other reputable corporate clients, descriptions of similar assignments undertaken, experience in similar conditions and availability of relevant and appropriate skills within the firm and expected audit fees.

3. Detailed Terms of Reference (TOR's)

Detailed Terms of Reference (TOR's) are available and can be inspected and obtained from the Procurement and Disposal Department through the address below;

ADMARC Limited
Opp. Our Lady of Wisdom school
Along Tsiranana Road
P. O. Box 5052
Limbe
Attention: The Chairperson
IPDC
E-mail: procurement@admarc.co.mw

4. Method of Selection

The successful firm shall be selected in accordance with the Quality and Cost Based Selection (QCBS) procedures as set out in the Government of Malawi Procurement Guidelines.

5. Proposal Submission

Completed copies of proposals in one sealed outer envelope clearly marked "**PROPOSAL FOR PROVISION OF EXTERNAL AUDITING SERVICES"** and the outer envelope shall contain two separate envelopes one marked "**Technical Proposal for Provision of External Auditing Services"** and the other one marked "**Financial Proposal for Provision of External Auditing Services"** and must be submitted to ADMARC at the address indicated below before or at **14:00hrs on 23rd January 2026.**

The Chairperson
Internal Procurement and Disposal Committee,
ADMARC Limited
Along Tsiranana Road,
P. O. Box 5052,
LIMBE.
E-mail: procurement@admarc.co.mw

6. Proposal Opening

Opening of proposals shall take place in ADMARC Boardroom on **23rd January 2026 at 14:00hrs** and bidders or their

representatives and the general public who wish to attend shall be welcome.

7. ADMARC Limited is not bound to accept the lowest or any proposal but reserves the right to exercise choice of lowest evaluated, substantially responsive proposal and can cancel the procurement proceedings at any stage.