



Public Service
Pension Trust Fund

REQUEST FOR PROPOSALS (RFP)

PROVISION OF CONSULTANCY SERVICES TO CONDUCT FUNCTIONAL REVIEW FOR PUBLIC SERVICE PENSION TRUST FUND (PSPTF)

PROCUREMENT REFERENCE NUMBER: PSPTF/IPDC/24/25/29/2

1. The Public Service Pension Trust Fund (PSPTF) is a stand-alone Defined Contributory Pension Fund for Public Servants. PSPTF is a Fund set up in accordance with the Pension Act (CAP55:02) and is managed by an independent Board of Trustees.
2. PSPTF therefore invites sealed RFP from eligible firms to submit their RFP for the provision of consultancy services to conduct a Functional Review for the PSPTF
3. Bidding will be conducted in accordance with Request for Proposal (RFP) procedures contained in the Public Procurement and Disposal of Assets Act, 2017 and its subsidiary legislation and is open to all eligible firms or individuals
4. Bidders may obtain further information and inspect the Request for Proposal document (RFP) document at the address shown on (6) below during working hours only **7.30 am to 4.30 pm** from **Monday to Friday** (except on public holidays)
5. A complete set of RFP document in English language may be collected from the Procurement and Disposal office at the below address.
6. Address for clarification, inspection and submission of the RFP is:

**Att: The IPDC Chairperson
Public Service Pension Trust Fund (PSPTF)
Off Presidential Way
Opposite Golden Peacock Shopping Complex
City Centre, in the Tender box placed at the lounge
P.O Box 30146
Lilongwe 3**

7. Proposals clearly marked “**REQUEST FOR PROPOSAL TO CONDUCT FUNCTIONAL REVIEW FOR PUBLIC SERVICE PENSION TRUST FUND**” must be delivered and deposited in the tender box at the address on six (6) above by 21st November, 2024 at 2.00 pm

8. Late submissions will be rejected and electronic bids shall not be permitted.

9. Technical Proposals will be opened on **Thursday, 21st November, 2024 at 2.00 pm** which shall be the closing date in the PSPTF Conference Room in the presence of bidders or their representatives who may wish to attend

10. PSPTF is not bound to accept the lowest or any bid