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**RE: DESIGN OF MAIN ROAD PERIODIC MAINTENANCE PLUS OPTION  
 FOR SUPERVISION  
 REF#: 3014**

**ADDENDUM NO. 01 TO REQUEST FOR PROPOSALS (RFP)  
ISSUED ON 20<sup>TH</sup> AUGUST 2023**

The following amendments to the Request for Proposals (RFP) indicated below, shall be effective and form part of the RFP on the date of issue of Addendum No. 1 and any part (s) of the original RFP that are not amended shall remain unchanged.

The amendments to the RFP constituting Addendum No. 1 are as follows.

**1. SECTION II: PROPOSALS DATA SHEET (PDS)**

1.1 ITC 12.4 (c) -Estimated level of effort of key personnel (pages 43 and 44)

Amend the Table under PART A: Detailed Design & Procurement Support as follows:

<b>Key professional Personnel – PART A</b>	<b>Qty</b>	<b>Approx. Input (Person-Months)</b>
Principal Road Design Engineer (Team Leader)	1	3
Pavement/Materials Engineer	1	1
Environmental Specialist	1	1
Drainage Engineer	1	1
Transport Economist	1	0.5
Road Safety Auditor	1	0.5
<b>TOTAL</b>	<b>6</b>	<b>7</b>

Amend the following Table under PART B Supervision of Construction as follows:

<b>Key professional Personnel – PART B</b>	<b>Qty</b>	<b>Approx. Input (Person-Months)</b>
Resident Engineer	1	14.0
Contracts Expert	1	0.5
Materials and Pavement Engineer	1	4.0
GSI and Community Liaison Specialist	1	5.0
Environmental Specialist	1	2.5
Road Safety Auditor	1	0.5
Drainage Engineer	1	0.5
Senior Laboratory Technician	1	10.0
Laboratory Technician	1	10.0
Site Inspectors	2	20.0
<b>Total</b>	<b>11</b>	<b>67</b>

The corresponding tables in the original RFP are hereby replaced

1.2 ITC 18.1- Deadline for Submission of Proposals (page 45)

*The entire PDS ITC 18.1 is deleted and is replaced with:*

*"For electronic submission purposes only, use the FRL in PDS ITC 17.3 c).*

*The deadline for submission of Proposals is as follows: 3:00 PM (2.00 PM GMT) on 12<sup>th</sup> September, 2023."*

1.3 ITC 21.1 – Proposal Opening

*The entire PDS ITC 21.1 is deleted and is replaced with:*

*"The Proposal opening shall take place at 3:30 PM (2.30 PM GMT) on 12<sup>th</sup> September, 2023*

Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 323 537 783 056

Passcode: zVviW6

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At the time and date mentioned above.

The Minutes of Opening of Technical Proposals shall be promptly sent to all Consultants who submitted Proposals on or before the Proposal Submission deadline in ITC 18.1".

**2. SECTION III - QUALIFICATION AND EVALUATION CRITERIA**

**2.1 Sub-Section 3.4.2 – General Evaluation Criteria**

The entire table for criteria, sub-criteria PART A: Detailed Design & Procurement support is deleted and replaced with the following:

**PART A: Detailed Design & Procurement support**

Criteria, sub-criteria, and point system for the evaluation of Technical Proposals.		
ITC 24.1	Criteria, sub-criteria	Points
<b>1.0</b>	<b>Organizational Capability and Experience of the Consultant</b>	
1.1	Consultant’s organization including logistical support, technical back stopping and support staff	8.0
1.2	Relevant experience in the design of paved road periodic maintenance in rural areas in sub-Sahara Africa of similar size and complexity with a requirement of at least 2 projects during the last 5 years	6.0
1.3	Relevant experience in the preparation of works bidding documents for road works financed by MCC or similar international funding agency of similar size and complexity with a requirement of at least 2 projects during the last 5 years	6.0
1.4	Relevant experience with the preparation of environmental and social impact assessments on infrastructure project in compliance with IFC or similar performance standards with a requirement of at least 2 projects during the last 5 years	5.0
	<b>Total Points for This Criterion</b>	<b>25.0</b>
<b>2.0</b>	<b>Approach, Methodology and Workplan</b>	
2.1	Design of paved road periodic maintenance	7.0
2.2	Design of ESMP development including H&SMP for Contractors working on roads	4.0
2.3	Organizational structure and project work plan including description and detailed timing and sequence of activities and allocation of staff responsibility	4.0
	<b>Total Points for This Criterion</b>	<b>15.0</b>

Criteria, sub-criteria, and point system for the evaluation of Technical Proposals.		
ITC 24.1	Criteria, sub-criteria	Points
<b>3.0</b>	<b>Key Professional Personnel</b>	
3.1	Principal Road Design Engineer (Team Leader)	20.0
3.2	Pavement/Materials Engineer	15.0
3.3	Environmental Specialist	10.0
3.4	Transport Economist	5.0
3.5	Road Safety Auditor	5.0
3.6	<i>Drainage Engineer</i>	5.0
	<p>The number of points to be assigned to each of the above positions shall be determined considering the following sub-criteria and relevant percentage weights as below:</p> <ul style="list-style-type: none"> <li>• Education and relevant training (20%)</li> <li>• Specific experience (80%)</li> </ul> <p>The MCA Entity reserves the right to interview one or more Key Professional Personnel. If MMD/MCA-Malawi determines to conduct interviews, these will be conducted before the technical scores are made final. To ensure fairness, MCA will interview the same Key Professional (for example, all Team Leaders) for every participant that has achieved the minimum qualifying score.</p>	
	<b>Total Points for This Criterion</b>	<b>60</b>
	<b>Total Points for All Criteria</b>	<b>100</b>
	The minimum technical score $St_A$ required to pass is	80

## **PART B Supervision of Construction**

Criteria, sub-criteria, and point system for the evaluation of Technical Proposals.		
ITC 24.1	Criteria, sub-criteria	Points
<b>1.0</b>	<b>Organizational Capability and Experience of the Consultant</b>	
1.1	Consultant's organization including logistical support, technical back stopping and support staff	5.0

Criteria, sub-criteria, and point system for the evaluation of Technical Proposals.		
ITC 24.1	Criteria, sub-criteria	Points
1.2	Relevant experience in the supervision of construction or rehabilitation of paved road periodic maintenance in rural areas in sub-Sahara Africa of similar size and complexity with a requirement of at least 2 projects during the last 5 years	14.0
1.3	Relevant experience with the supervision of environmental and social safeguards, inclusive of occupational health and safety, on infrastructure projects in compliance with IFC or similar performance standards with a requirement of at least 2 projects during the last 5 years	6.0
	<b>Total Points for This Criterion</b>	<b>25.0</b>
<b>2.0</b>	<b>Approach, Methodology and Workplan</b>	
2.1	Supervision of periodic maintenance of paved roads and bridges	7.0
2.2	Supervision of ESMP and H&S Plan implementation	4.0
2.3	Organizational structure and project work plan including description and detailed timing and sequence of activities and allocation of staff responsibilities	4.0
	<b>Total Points for This Criterion</b>	<b>15.0</b>
<b>3.0</b>	<b>Key Professional Personnel</b>	
3.1	Resident Engineer	20.0
3.2	Contracts Expert	8.0
3.3	Materials and Pavement Engineer	8.0
3.4	GSI and Community Liaison Specialist	8.0
3.5	Environmental Specialist	8.0
3.6	Other key staff comprising of Road Safety Auditor, <i>Drainage Engineer</i> , Senior Laboratory Technician, Laboratory Technician, Site Inspector 1 and Site Inspector 2	8.0
	<p>The number of points to be assigned to each of the above positions shall be determined considering the following sub-criteria and relevant percentage weights as below:</p> <ul style="list-style-type: none"> <li>• Education and relevant training (20%)</li> <li>• Specific experience (80%)</li> </ul> <p>The MCA Entity reserves the right to interview one or more Key Professional Personnel. If MMD/MCA-Malawi determines to conduct interviews, these will be conducted before the technical scores are made final. To ensure fairness,</p>	

Criteria, sub-criteria, and point system for the evaluation of Technical Proposals.		
ITC 24.1	Criteria, sub-criteria	Points
	MCA will interview the same Key Professional (for example, all Team Leaders) for every participant that has achieved the minimum qualifying score.	
	<b>Total Points for This Criterion</b>	<b>60</b>
	<b>Total Points for All Criteria</b>	<b>100</b>
	The minimum technical score $St_B$ required to pass is	80
	<b>Overall Technical Score (St) for Part A &amp; B = <math>(St_A + St_B)/2</math></b>	
	<b>The minimum overall technical score St required to pass is</b>	<b>80</b>
	If none of the scores awarded by the TEP reach or exceed the minimum overall technical score (St), the MCA Entity reserves the right to invite the Consultant receiving the highest overall technical score (St) to negotiate both its Technical and Financial Proposals. If the negotiations fail to result in an acceptable contract within a reasonable time, the MCA Entity reserves the right to terminate the negotiations, at its sole discretion, and to invite—again, at its sole discretion—the Consultant receiving the next highest overall technical score (St) to negotiate both its Technical and Financial Proposals	
ITC 25.10	<p>The formula for determining the financial scores is the following:</p> <p><math>S_f = 100 \times F_m / F</math>, in which <math>S_f</math> is the financial score, <math>F_m</math> is the lowest price and <math>F</math> the price of the Proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposals are:</p> <p><math>T = 80</math> and <math>F = 20</math> and hence <math>S = (80/100 \times St) + (20/100 \times Sf)</math></p>	

The corresponding tables in the original RFP are hereby replaced.

CONSULTANT MUST TAKE THAT THE DRAINAGE ENGINEER SHALL BE EVALUATED, AND THIS STATEMENT SUPERSEDES ANY EARLIER NOTICE.

### 3. SECTION V – TERMS OF REFERENCE (TOR)

#### 3.1 Sub-Section 1.10.2- M10: Golomoti – Monkey Bay Turnoff section (page 102)

- Substitute the name “Bwanje River” in the in the fifth bullet point in the third paragraph with the correct name “*Bwanile River*”.
- Insert “*Approximately 24 – 26.5*” to replace the figures “21.5 – 23” in relation to the location of the river.

3.2 Sub-Section 3.2.5- Inventory of drainage structures (page 113)

The title of the section is amended from ‘Inventory of Drainage Structures’ to the following:  
“*Inventory, analysis and, where required, redesign of drainage structures*”.

3.3 At the end of sub-section 3.2.6- Inventory of drains, add:

“*Specific analysis of the waterway areas provided and the location of these across the Bwanje River flood plain between approximately 24 km and 26.5 km from Golomoti will be carried out by the Consultant*”.

3.4 Section 3.16.4 (Page 123)

In the sub-bullet list under the second bullet, after “Results obtained from field investigations” and before “Traffic Analysis” add a sub-bullet:

➤ “*Analysis and designs parameters for proposed new or replacement drainage structures*”

3.5 Sub-section 6.1- Key staff and non-key staff qualifications and experience (pre-contract page 125)

Add to the list of Key Staff for Evaluation of Bids in Table 2 the following:

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Drainage Engineer	<ul style="list-style-type: none"><li>• Bachelor’s degree in civil engineering or other relevant discipline.</li><li>• Membership of a recognized professional institution.</li><li>• At least 10-years post qualification experience in analysis and design of road drainage</li><li>• At least 5years experience in hydrological assessments and hydraulic design of road drainage systems.</li><li>• Fluent in English</li></ul>
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3.6 Sub-section 6.2- Staff Inputs (pre-contract page 126)

Amend Table 3 of this section as follows:

**Table 1: Estimate inputs of the Consultant’s key personnel (person-months)**

<b>Key staff</b>	<b>Approx. Input (Months)</b>
Principal Road Design Engineer (Team Leader)	3
Pavement/Materials Engineer	1
Environmental Specialist	1
Drainage Engineer	1
Transport Economist	0.5
Road Safety Auditor	0.5
<b>TOTAL</b>	<b>7</b>

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The corresponding Table 3 in the original RFP is hereby replaced.

3.7 Sub-section 10.1- Qualifications and experience (Supervision page 144)

Amend Table 6: Non-Key Staff (Supervision) of this section as follows:

Below the row for “Road Safety Auditor” add:

Drainage Engineer	<ul style="list-style-type: none"> <li>• Bachelor’s degree in civil engineering or other relevant discipline.</li> <li>• Membership of a recognized professional institution.</li> <li>• At least 10-years post qualification experience in analysis and design of road drainage</li> <li>• At least 5years experience in hydrological assessments and hydraulic design of road drainage systems.</li> <li>• Fluent in English</li> </ul>
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3.8 Sub-section 10.2- Staff Inputs (Supervision Page 145)

Delete the entire Table 7: Estimate inputs of the Consultant’s personnel (person-months) of the original RFP and replace with:

Table 7: Estimate inputs of the Consultant’s personnel (person-months)

Position	No.	Stage I	Stage II	Stage III	Leave	Total
Resident Engineer	1	1	13	1	-1	14
Contracts Expert	0.5	-	0.5	-	-	0.5
Materials and Pavement Engineer	1	-	4	-	-	4
GSI and Community Liaison Specialist	1	-	5	-	-	5
Environmental Specialist	1	-	2	0.5	-	2.5
Road Safety Auditor	1	-	0.5	-	-	0.5
Drainage Engineer	1	-	0.5	-	-	0.5
Senior Laboratory Technician	1	-	11	-	-1	10
Laboratory Technician	1	-	11	-	-1	10
Site Inspectors	2	-	22	-	-2	20
<b>Total</b>		<b>1</b>	<b>69.5</b>	<b>1.5</b>	<b>-5</b>	<b>67.0</b>

Except as expressly amended by this Addendum, all other terms and conditions of the Request for Proposals issued on 20<sup>th</sup> July 2023, remain unchanged and shall remain in full force and effect in accordance with their terms.

-End of Amendments-

23<sup>rd</sup> August 2023

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Dye B. Mawindo (Mr.)  
MMD Chief Executive Officer and National Coordinator  
Lilongwe, Malawi