

REQUEST FOR PROPOSALS

FOR THE SUPPLY, INSTALLATION, AND COMMISSIONING OF A CORE INSURANCE BUSINESS SYSTEM

NICO General Insurance Company Limited (“NICO General”) invites sealed proposals from eligible and qualified local and international bidders for the supply, installation, and commissioning of a Core Insurance Business System to support its General insurance operations, in accordance with the requirements set out in the official bidding documents.

1. Tendering Method

This procurement shall be conducted through restricted (closed) tendering procedures, in line with the NICO General Insurance Procurement Policy. Only bidders that meet the eligibility and qualification criteria specified in the bidding documents shall be considered.

2. Availability of Bidding Documents and Clarifications

Official bidding documents may be obtained upon request
Official Procurement Email (Mandatory for all correspondence):
nicorfp@nicogeneral.com

All requests for clarifications, correspondence, and communication relating to this RFP **must be submitted in writing through the official procurement email address** stated above. Communication through any other channel shall not be considered.

3. Submission of Bids

Bidders should submit their proposals using Electronic Submission (Preferred for All Bidders)

- Bids shall be submitted electronically via email to:
nicorfp@nicogeneral.com
- Submissions must be in **PDF format** and **password-protected**.
- Technical and Financial Proposals shall be submitted as **separate electronic files**, clearly labelled.
- Passwords for encrypted files shall be submitted separately, in accordance with instructions provided in the bidding documents.
- The **official email server timestamp** shall be regarded as the official time of submission.

4. Deadline for Submission

23 February 2026 at 17:00 hours (Malawi Time)

Late submissions **shall not be accepted**.

NICO General Insurance Company Limited shall not be responsible for delays, transmission failures, file corruption, or any other issues arising from electronic submission by bidders.

