

TM PARTNERSHIP **(Formerly Turner & Townsend)**

Section 1 Company Profile of TM Partnership

TM Partnership (Formerly Turner & Townsend) is a newly registered company in Malawi with effect from 1st January, 2008 when the Partners of Turner & Townsend announced the transfer of the firm's business to this new Malawian company.

This change in status has been implemented to give full responsibilities to the local Partners and in recognition of Turner & Townsend's 13 years past standing in Malawi and particularly in recognition of the capabilities of the local Partners. The Partners of the new firm are Tom Thipa Msowoya and McNeil Maynard Nyasulu and all are based in Malawi. Between them, they have over 20 years of experience working as partners of Turner & Townsend Malawi Office while taking full responsibility for all the projects undertaken by the firm in Malawi throughout the years the local partners have been with Turner & Townsend.

The new company, engaged in all aspects of construction management, including quantity surveying, project management and property valuation services, can offer an unparalleled depth of experience and expertise for any development.

TM Partnership builds on a long record of contributions and direct involvement in Public and Private sector projects as Project Managers (Project Co-ordinating and "Watchdog" Consultancy Services) and as Cost Construction Managers (quantity surveyors).

Turner & Townsend will continue to work closely in association with the new firm, **TM Partnership**, in developing new projects and opportunities in Malawi. This association can also be useful when dealing with complex contractual issues which the Group has vast experience besides the experience in facilitating and advising on the identification of specialist contractors or availability of special materials from South Africa or UK due to the firm's geographical location and proximity to potential sources of these specialist contractors or materials.

Mr Tom Msowoya and Mr McNeil Nyasulu (Partners-in-Charge) are in charge of all Project construction cost management and project management services of any project undertaken by the office and do participate fully in the projects or advised of all developments in Quantity Surveying and Project Management Services throughout the projects life. Thus their vast local experience are on call whenever need arises.

All Project Management and Quantity Surveying works undertaken by our firm are subject to the provisions of our Company Professional Indemnity Insurance Policy. The policy provides a cover of Mk 3,000,000.00 for any one claim. A copy of the Certificate of Insurance is available for inspection at our offices.

1.1 Highlights of Work Done

TM Partnership has in the past provided **Project Coordination/ Management and Cost Construction (Quantity Surveying) Consultancy Services** on the following projects of various size, nature and complexity:

1. Project Management & Quantity Surveying Services (Combined).

- **New Ryalls Hotel in Blantyre;**

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- ❑ Stanbic Bank, formerly CBM– Extension/Renovation of Existing and Construction of New International Executive Offices, Blantyre, Head Office;
- ❑ Stanbic Bank, formerly CBM– Extension/Renovation of Existing and Construction of Management Suite (New Banking Hall Offices), Blantyre Head Office;
- ❑ Stanbic Bank, formerly CBM – 4 No Executive Houses in Namiwawa, Blantyre and Area 14 in Lilongwe respectively
- ❑ TNM Transmission shelters in All Districts of Malawi;
- ❑ Chichiri Shopping Mall, Blantyre;
- ❑ TNM Equipment Buildings in ALL Districts of Malawi;
- ❑ Press Properties Limited - Chapima Heights Residential Development (30 No. Houses).

2. Quantity Surveying Services only

- ❑ Construction of Mzuzu Hotel (now known as Sunbird Mzuzu);
- ❑ Extensive Renovation works to Lilongwe Hotel (now known as Sunbird Lilongwe Hotel);
- ❑ Original building & Extension works (section facing Old Mutual Building) to Mount Soche Hotel (now known as Sunbird Mount Soche Hotel);
- ❑ Original Building, Lingadzi Inn;
- ❑ Original Building, Nkopola Lodge, now known as Sunbird Nkopola Lodge;
- ❑ Original Building plus Rehabilitations, Ku Chawe Hotel;
- ❑ New Parliament Building in Lilongwe;
- ❑ Stanbic Bank, formerly CBM – Extension/Renovation of Existing and Construction New Executive Offices and Banking Hall – Mzuzu Branch;
- ❑ Kamuzu Academy;
- ❑ Karonga Cultural and Museum Centre;
- ❑ SOS Children Village, Mzuzu;
- ❑ SOS Children Village, Blantyre;
- ❑ Malawi College of Medicine - Laboratories, Teaching Block, Library and Animal House;
- ❑ Proposed Construction of 7 storey Standard Bank office complex (stalled);
- ❑ Malawi Institute of Management, Kanengo, Lilongwe;

3. Quantity Surveying Services only – Current Projects

- ❑ St John of God, Mzuzu, Phase 2: College and Residential Development;
- ❑ Malawi Housing Corporation 160 Hostel Block in Zomba;
- ❑ 8-Storey Chayamba Building Renovation Works, Blantyre.

4. Project Management & Quantity Surveying Services (Combined) – Current Projects

- ❑ Construction of a 5-Storey Office Complex including Basement in Blantyre for Press Corporation to house Press Corporation Limited, Press Properties, BP Malawi, MTL and other tenants

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Section 2: Qualification and Experience of Key Personnel

Tom Msowoya Dip., FRICS, MSIM

Tom is the Senior Partner of TM Partnership (Formerly Turner & Townsend). Born in 1946, he graduated as a Chartered Quantity Surveyor in 1972 from Thames Polytechnic, U. K. After working in London, he joined Malawi Housing Corporation, Malawi in 1974 where he worked until 1976. He subsequently joined Turner & Townsend (then Fitzsimons), becoming a partner in 1989 and in January, 2008, he became partner in TM Partnership.

Tom's practical experience has enabled him to develop skills and expertise in Project Management/Co-ordination of multiple site development activities. He has a sound knowledge of the capacity of the local construction industry and ability to employ its resources to the maximum benefit of any client. He enjoys a good professional reputation with both clients and the Malawi construction industry in general, besides being well known and respected in the Malawi building industry.

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| Position: | Partner |
| Name of Firm | TM Partnership |
| Name of Staff: | Tom Thipa Msowoya |
| Profession: | Chartered Quantity Surveyor |
| Date of Birth: | 06 April 1946 |
| Experience: | 34 Years Nationality: Malawian |
| Membership in Professional Societies: | MSIM, FRICS |
| Detailed Tasks Assigned: | Tom takes full responsibility for all works undertaken in the office. All the staff reports directly to Mr. Msowoya. |
| Key Qualifications: | Professional quantity surveyor with vast experience in Malawi. |
| Education: | 1956-1961 Henry Henderson Institute, Primary School Leaving Certificate 1962-1967 Blantyre Secondary School, A Levels 1968-1971 Thames Polytechnic, Diploma in Quantity |
| Employment Record: | 2008 to date: TM Partnership as senior partner 1977 to date: Turner & Townsend, which was prior to 1994, trading as Fitzsimons Northcroft & Associates. Resident Partner responsible for the smooth operations of Turner & Townsend Malawi. |

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1975 to 1976: Malawi Housing Corporation (QS). Worked on several housing projects in Malawi, starting as a Quantity Surveyor and left as a Principal Quantity Surveyor responsible to the General Manager.

1971 to 1974: R. Gordon Fanshawe & Partners in London (Junior Quantity Surveyor)

Languages:

English (Excellent), Chichewa (Excellent), Tumbuka (Excellent)

Detailed Tasks Assigned

Project Coordination/ Project Management Services; Project Quantity Surveyor

Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

Name of assignment of Project: Extensions, Renovation Works and Construction of New Banking Hall Offices at Stanbic Bank (formerly CBM) Head Office, Blantyre

Year: 2002

Location: Blantyre, Malawi.

Client: Stanbic Bank (formerly CBM).

Main Project Features: The project comprised the Extensions, Renovation Works and Construction of New Banking Hall Offices (formerly CBM) Head Office, Blantyre and its entire associated external works.

Position held: Project Coordinator/ Manager; Financial and Contractual Team Leader/Project Quantity Surveyor.

Activities performed: Coordinating all project activities on behalf of the bank during the pre-contract and post-contract stages i.e. during design, tendering, construction and handover stage; attending and reporting on project meetings; providing monthly progress briefs and quarterly detailed reports to the Client on the project; monitoring the project's programme, quality, time and cost control.

Responsible for the delivery of all the required Project Quantity Surveying services (i.e. Financial and Contractual issues); certifying amounts due and signing of Final Accounts.

Detailed Tasks Assigned

Full Quantity Surveying Services (Financial and Contractual) i.e. Pre and Post Contract Services

Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

Name of assignment of Project: A 7- Storey Stanbic Office Complex, Blantyre

Year: 2003 (Project was later suspended - only Pre-Contract Services provided)

Location: Blantyre, Malawi

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| | <p>Client: Stanbic Bank, Malawi.</p> <p>Main Project Features: The project comprised the erection of 1No. 7-storeys Office Complex with basement including electrical and mechanical services and its entire associated external works.</p> <p>Position held: Financial and Contractual Team Leader.</p> <p>Activities performed: Responsible for the delivery of all the required Quantity Surveying services; certifying amounts due and signing of Final Accounts.</p> |
| <p>Detailed Tasks Assigned</p> <p>Project Financial and Contractual Team Leader i.e. Pre and Post Contract Services</p> | <p>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>Name of assignment of Project: Renovations; Extensions works and construction of new office floors at Mzuzu Branch of Stanbic Bank, formerly CBM</p> <p>Year: 2002 (Project was suspended when the contractor had just started on site)</p> <p>Location: Blantyre, Malawi</p> <p>Client: Stanbic Bank, Malawi.</p> <p>Main Project Features: The project comprised Renovations; Extensions works and construction of new office floors at Mzuzu Branch of Stanbic Bank and including its entire associated external works.</p> <p>Position held: Financial and Contractual Team Leader.</p> <p>Activities performed: Responsible for the delivery of all the required Quantity Surveying services; certifying amounts due and signing of Final Accounts.</p> |
| <p>Detailed Tasks Assigned</p> <p>Project Financial and Contractual Team Leader i.e. Pre and Post Contract Services</p> | <p>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>Name of assignment of Project: New Ntcheu District Branch of Stanbic Bank and Staff Houses</p> <p>Year: 2003</p> <p>Location: Ntcheu, Malawi</p> <p>Client: Stanbic Bank, Malawi.</p> <p>Main Project Features: The project comprised the construction of New Ntcheu District Branch of Stanbic Bank and Staff Houses including its entire associated external works.</p> |

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| | <p>Position held: Financial and Contractual Team Leader/Project Quantity Surveyor.</p> <p>Activities performed: Responsible for the delivery of all the required Quantity Surveying services; certifying amounts due and signing of Final Accounts.</p> |
| <p>Detailed Tasks Assigned</p> <p>Project Coordination/ Project Management Services; Project Quantity Surveyor</p> | <p>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>Name of assignment of Project: Construction of Stanbic Bank Pension Fund (formerly CBM) Executive Houses, 4No. At Namiwawa, Blantyre and 4No. at Area 14, Lilongwe.</p> <p>Year: from 2000 to 2004</p> <p>Location: Blantyre and Lilongwe, Malawi.</p> <p>Client: Stanbic Bank (formerly CBM).</p> <p>Main Project Features: The project comprised the construction of executive houses and its entire associated external works.</p> <p>Position held: Project Coordinator/ Manager; Financial and Contractual Team Leader/Project Quantity Surveyor.</p> <p>Activities performed: Coordinating all project activities on behalf of the bank during the pre-contract and post-contract stages i.e. during design, tendering, construction and handover stage; attending and reporting on project meetings; providing monthly progress briefs and quarterly detailed reports to the Client on the project; monitoring the project's programme, quality, time and cost control. Responsible for the delivery of all the required Project Quantity Surveying services (i.e. Financial and Contractual issues); certifying amounts due and signing of Final Accounts.</p> |
| <p>Detailed Tasks Assigned</p> <p>Project Coordination/ Project Management Services; Adviser on Project financial and contractual issues</p> | <p>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>Name of assignment of Project: New Ryalls Protea Hotel, Blantyre</p> <p>Year: 2002</p> <p>Location: Blantyre, Malawi.</p> <p>Client: Blantyre Hotels Limited, Malawi</p> <p>Main Project Features: The project comprised the construction of a New 95 – Roomed Hotel and its entire</p> |

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| | <p>associated external works.</p> <p>Position held: Project Coordinator/ Manager; Adviser on Project Financial and Contractual issues.</p> <p>Activities performed: Coordinating all project activities on behalf of the bank during the pre-contract and post-contract stages i.e. during design, tendering, construction and handover stage; attending and reporting on project meetings; providing monthly progress briefs and quarterly detailed reports to the Client on the project; monitoring the project's programme, quality, time and cost control.</p> <p>Advising on Project Financial and Contractual issues; certifying amounts due and signing of Final Accounts.</p> <p>Special services included:</p> <ol style="list-style-type: none">1. Applying, on behalf of the client, to Malawi Revenue Authority (MRA) the project remission of duty and VAT on building materials and capital goods and a waiver of VAT on consultancy services on the project;2. Subsequent to approval of item 1 above, compiled on behalf of the client a comprehensive Bill of Items for Import into Malawi of the building materials and capital goods for MRA records;3. on behalf of the client, checking and certifying main contractor's and all sub-contractors/ specialist works contractors' building material for permanent incorporation into the works;4. Endorsing proposed main contractor's list of specialist works sub-contractors to supply imported materials for the project and notifying and requesting, on behalf of the client, MRA to exempt the required materials from duty and VAT charges;5. Agreeing with the main contractor and specialist sub-contractors a schedule of site meetings and more important valuation dates/ certificates dates and the cash flow to assist the client budget for various payments i.e. to main contractor; sub-contractors; foreign payments and payments to consultants;6. Insisting on the project consultants to ensure that at least three (3) quotations are sourced and approved for specialist works allowed for in the bill thus providing not only transparency and accountability for the project but for the client to have the most competitive bids or prices for the works; |
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| | 7. Assisting and advising the client on the procurement of specialised equipment/ other bank fittings not forming part of the main building contract; |
| <p>Detailed Tasks Assigned</p> <p>Project Coordination/ Project Management Services; Adviser on Project financial and contractual issues;</p> | <p>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>Name of assignment of Project: New Chichiri Shopping Mall, Blantyre Year: 2002</p> <p>Location: Chichiri, Blantyre, Malawi.</p> <p>Client: NICO Corporate Finance Limited</p> <p>Main Project Features: The project comprised extensive site clearance and bulk earthworks; the construction of a New Shopping centre in Blantyre including its entire associated external works.</p> <p>Position held: Project Coordinator/ Manager; Adviser on project Financial and Contractual issues.</p> <p>Activities performed: Coordinating all project activities on behalf of the bank during the pre-contract and post-contract stages i.e. during design, tendering, construction and handover stage; attending and reporting on project meetings; providing monthly progress briefs and quarterly detailed reports to the Client on the project; monitoring the project's programme, quality, time and cost control.</p> <p>Advising on Project Financial and Contractual issues; certifying amounts due and signing of Final Accounts.</p> <p>Special services included:</p> <ol style="list-style-type: none"> 1. Applying, on behalf of the client, to Malawi Revenue Authority (MRA) the project remission of duty and VAT on building materials and capital goods and a waiver of VAT on consultancy services on the project; 2. Subsequent to approval of item 1 above, compiled on behalf of the client a comprehensive Bill of Items for Import into Malawi of the building materials and capital goods for MRA records; 3. on behalf of the client, checking and certifying main contractor's and all sub-contractors/ specialist works contractors' building material for permanent incorporation into the works; 4. Endorsing proposed main contractor's list of specialist works sub-contractors to supply imported materials for the project and notifying |

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| | <p>and requesting, on behalf of the client, MRA to exempt the required materials from duty and VAT charges;</p> <p>5. Agreeing with the main contractor and specialist sub-contractor a schedule of site meetings and more important valuation dates/ certificates dates and the cash flow to assist the client budget for various payments i.e. to main contractor; sub-contractors; foreign payments and payments to consultants;</p> <p>6. Insisting on the project consultants to ensure that at least three (3) quotations are sourced and approved for specialist works allowed for in the bill thus providing not only transparency and accountability for the project but for the client to have the most competitive bids or prices for the works;</p> <p>7. Assisting and advising the client on the procurement of specialised equipment/ other bank fittings not forming part of the main building contract;</p> |
| <p>Detailed Tasks Assigned</p> <p>Project Coordination/ Project Management Services;</p> | <p>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>Name of assignment of Project: Construction of 160 No. Dwelling houses for sale including tarmac access roads to the houses.</p> <p>Year: 2007</p> <p>Location: Blantyre, Chapima Heights, Malawi.</p> <p>Client: Press Properties.</p> <p>Main Project Features: The project comprised the Construction of 160 No. Dwelling houses for sale including tarmac access roads to the houses.</p> <p>Position held: Project Coordinator/ Manager; Financial and Contractual Team Leader.</p> <p>Activities performed: Coordinating all project activities on behalf of the bank during the pre-contract and post-contract stages i.e. during design, tendering, construction and handover stage; attending and reporting on project meetings; providing monthly progress briefs and quarterly detailed reports to the Client on the project; monitoring the project's programme, quality, time and cost control.</p> <p>Adviser on Project Financial and Contractual issues certifying amounts due and signing of Final Accounts.</p> |

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McNeil Maynard Nyasulu, BSc. ARICS, MSIM

McNeil is presently Senior Partner and Office Manager in the office of TM Partnership.

Born in 1964, he graduated from Glasgow Caledonian University, U. K., in 1990, and in the same year joined the Ministry of Works, Capital Hill, Lilongwe, Malawi.

In 1994, after qualifying as a chartered Quantity Surveyor, assumed the position of Senior Quantity Surveyor and between 1994 and 1996 was the Project Quantity Surveyor for projects like the Regional Treasury Cashier, Blantyre and the University of Mzuzu. Besides, he worked as a Project Co-ordinator on various Government donors - funded projects, co-ordinating the services of various consultants (Architects, Engineers and Quantity Surveyors).

In 1996, McNeil joined B&C Limited (Steel fabricating and Erecting Company) as Group Quantity Surveyor and in 1999 joined Hanscomb Partners, Blantyre Office as Senior Quantity Surveyor.

In 2001 McNeil joined Turner & Townsend to assume the positions of Senior Quantity Surveyor and Office Manager and becoming partner in 2002. McNeil subsequently become partner in TM Partnership in 2008.

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| Position: | Partner and Office Manager | |
| Name of Firm: | TM Partnership | |
| Name of Staff: | McNeil Maynard Nyasulu | |
| Profession: | Chartered Quantity Surveyor | |
| Date of Birth: | 23 rd December, 1964 | |
| Experience: | 18 Years | Nationality: Malawian |
| Membership in Professional Societies: | MSIM, MRICS | |
| Detailed Tasks Assigned: | Supervision of all quantity surveying work undertaken in the office plus management of day to day running of the office. | |
| Key Qualifications: | Professional Quantity Surveyor with substantial experience in Malawi. | |
| Education: | 1981 to 1985: Kamuzu Academy, (A and O levels) 1985 to 1990: BSc. Quantity Surveying, Glasgow Caledonian University 1992: Negotiating Skills Certificate Groman Consulting (PTY) South Africa | |

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| 1992: | Project Implementation Management for Donor-Funded Projects Certificate by Malawi Institute of Management. |
| 1994: | Import Procurement for the Electrical Sector Certificate by PRODEC (Programme for Development Co-operation at the Helsinki School of Economics and Administration) in Finland in Conjunction with IBRD/IDA, The World Bank Group. |
| 1994: | Elected as a Professional Associate of the Royal Institution of Chartered Surveyors (RICS) UK |

Employment Record:

2008 January to date: Senior Partner in TM Partnership.

2003 May to Dec. 2007: Senior Quantity Surveyor and Partner.

2002 – 2003 April: Senior Quantity Surveyor and Associate Partner.

2001 May to April 2002: Senior Quantity Surveyor, Turner and Townsend, Blantyre, Malawi, responsible for construction management services in both an administrative and technical capacity.

1999 – 2001 April: Senior Quantity Surveyor at Hanscomb Partners responsible for all Pre and Post Contract Quantity Surveying Services.

1996 - 1999 March: B & C Limited, Group Quantity Surveyor responsible for all quantity surveying services (i.e. preparation of tenders, preparation of final accounts, attending site meetings, advising the company on contractual issues).

1994 – 1996: Senior Quantity Surveyor with the Ministry of Public Works, Capital Hill, Lilongwe responsible for Pre and Post Contract Quantity Surveying Services and project co-ordination.

1990 - 1994: Quantity Surveyor with the Ministry of Public Works, Capital Hill, Lilongwe responsible for Pre and Post Contract Quantity Surveying Services.

1989 (6 months): Year Out Student at MB Longmuir & Hay Chartered Quantity Surveyors, Glasgow, Scotland, UK. Assisting Project Quantity Surveyors.

1987 (6 months): Year Out Student at Strathclyde Regional Council, Glasgow, Scotland, UK. Assisting Project Quantity Surveyors.

Languages: English (Excellent) Chichewa (Excellent) Tumbuka (Excellent)

Detailed Tasks Assigned

Assistant Project Coordinator/
 Project Manager; Assistant
 Project Quantity Surveyor

Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

Name of assignment of Project: Extensions, Renovation Works and Construction of New International Offices at Stancic Bank (formerly CBM) Head Office, Blantyre

Year: 2002

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| | <p>Location: Blantyre, Malawi</p> <p>Client: Stanbic Bank (formerly CBM).</p> <p>Main Project Features: The project comprised the Extensions, Renovation Works and Construction of New International Offices at Stanbic Bank (formerly CBM) Head Office, Blantyre and its entire associated external works.</p> <p>Position held: Assistant Project Coordinator/Manager; Assistant Project Quantity Surveyor.</p> <p>Activities performed: Assist in Coordination of all project activities on behalf of the bank during the pre-contract and post-contract stages i.e. during design, tendering, construction and handover stage; attending and reporting on project meetings; providing monthly progress briefs and quarterly detailed reports to the Client on the project; monitoring the project's programme, quality, time and cost control.</p> <p>Assist in the delivery of all the required Project Quantity Surveying services (i.e. Financial and Contractual issues); certifying amounts due and signing of Final Accounts.</p> |
| <p>Detailed Tasks Assigned</p> <p>Assistant Project Coordinator/Project Manager; Assistant Project Quantity Surveyor</p> | <p>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>Name of assignment of Project: Extensions, Renovation Works and Construction of New Banking Hall Offices at Stanbic Bank (formerly CBM) Head Office, Blantyre</p> <p>Year: 2002</p> <p>Location: Blantyre, Malawi.</p> <p>Client: Stanbic Bank (formerly CBM).</p> <p>Main Project Features: The project comprised the Extensions, Renovation Works and Construction of New Banking Hall Offices (formerly CBM) Head Office, Blantyre and its entire associated external works.</p> <p>Position held: Assistant Project Coordinator/Manager; Assistant Project Quantity Surveyor.</p> <p>Activities performed: Assist in Coordination of all project activities on behalf of the bank during the pre-contract and post-contract stages i.e. during design, tendering, construction and handover stage; attending and reporting on project meetings; providing monthly progress briefs and quarterly detailed reports to the Client on the project; monitoring the project's</p> |

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| | <p>programme, quality, time and cost control.</p> <p>Assist in the delivery of all the required Project Quantity Surveying services (i.e Financial and Contractual issues); certifying amounts due and signing of Final Accounts.</p> |
| <p>Detailed Tasks Assigned</p> <p>Delivery of Quantity Surveying Services (Financial and Contractual) i.e. Pre and Post Contract Services</p> | <p>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>Name of assignment of Project: A 7-Storey Stanbic Office Complex, Blantyre</p> <p>Year: 2003 (Project was later suspended (only Pre-Contract Services provided)</p> <p>Location: Blantyre, Malawi</p> <p>Client: Stanbic Bank, Malawi.</p> <p>Main Project Features: The project comprised the erection of 1No. 7-storeys Office Complex with basement including electrical and mechanical services and its entire associated external works.</p> <p>Position held: Project Quantity Surveyor.</p> <p>Activities performed: Responsible for the delivery of all the required Quantity Surveying services; certifying amounts due and signing of Final Accounts.</p> |
| <p>Detailed Tasks Assigned</p> <p>Full Quantity Surveying Services</p> | <p>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>Name of assignment of Project: Renovations; Extensions works and construction of new office floors at Mzuzu Branch of Stanbic Bank, formerly CBM</p> <p>Year: 2002 (Project was suspended when the contractor had just started on site)</p> <p>Location: Blantyre, Malawi</p> <p>Client: Stanbic Bank, Malawi.</p> <p>Main Project Features: The project comprised Renovations; Extensions works and construction of new office floors at Mzuzu Branch of Stanbic Bank and including its entire associated external works.</p> <p>Position held: Project Quantity Surveyor.</p> <p>Activities performed: Responsible for the delivery of all the required Quantity Surveying services; certifying amounts due and signing of Final Accounts.</p> |

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| <p>Detailed Tasks Assigned</p> <p>Quantity Surveying Services</p> | <p>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>Name of assignment of Project: New Ntcheu District Branch of Stanbic Bank and Staff Houses</p> <p>Year: 2003</p> <p>Location: Ntcheu, Malawi</p> <p>Client: Stanbic Bank, Malawi.</p> <p>Main Project Features: The project comprised the construction of New Ntcheu District Branch of Stanbic Bank and Staff Houses including its entire associated external works.</p> <p>Position held: Project Quantity Surveyor.</p> <p>Activities performed: Responsible for the delivery of all the required Quantity Surveying services; certifying amounts due and signing of Final Accounts.</p> |
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| <p>Detailed Tasks Assigned</p> <p>Assistant Project Coordinator/ Project Manager; Assistant Project Quantity Surveyor</p> | <p>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>Name of assignment of Project: Construction of Stanbic Bank Pension Fund (formerly CBM) Executive Houses, 4No. at Namiwawa, Blantyre and 4No. at Area 14, Lilongwe.</p> <p>Year: from 2002 to 2004</p> <p>Location: Blantyre and Lilongwe, Malawi.</p> <p>Client: Stanbic Bank (formerly CBM).</p> <p>Main Project Features: The project comprised the construction of executive houses and its entire associated external works.</p> <p>Position held: Assistant Project Coordinator/Manager; assistant Project Quantity Surveyor.</p> <p>Activities performed: Assist in the Coordination of all project activities on behalf of the bank during the pre-contract and post-contract stages i.e. during design, tendering, construction and handover stage; attending and reporting on project meetings; providing monthly progress briefs and quarterly detailed reports to the Client on the project; monitoring the project's programme, quality, time and cost control.</p> <p>Assist in the delivery of all the required Project Quantity Surveying services (i.e. Financial and Contractual</p> |
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| | <p>issues); certifying amounts due and signing of Final Accounts.</p> |
| <p>Detailed Tasks Assigned</p> <p>Assistant Project Coordinator/ Project Manager</p> | <p>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>Name of assignment of Project: New Ryalls Protea Hotel, Blantyre</p> <p>Year: 2002</p> <p>Location: Blantyre, Malawi.</p> <p>Client: Blantyre Hotels Limited, Malawi</p> <p>Main Project Features: The project comprised the construction of a New 95 – Roomed Hotel and its entire associated external works.</p> <p>Position held: Assistant Project Coordinator/ Manager.</p> <p>Activities performed: Assist in the Coordination of all project activities on behalf of the bank during the pre-contract and post-contract stages i.e. during design, tendering, construction and handover stage; attending and reporting on project meetings; providing monthly progress briefs and quarterly detailed reports to the Client on the project; monitoring the project's programme, quality, time and cost control.</p> <p>Advising on Financial and Contractual issues; certifying amounts due and signing of Final Accounts.</p> <p>Special services included:</p> <ol style="list-style-type: none"> 1. Applying, on behalf of the client, to Malawi Revenue Authority (MRA) the project remission of duty and VAT on building materials and capital goods and a waiver of VAT on consultancy services on the project; 2. Subsequent to approval of item 1 above, compiled on behalf of the client a comprehensive Bill of Items for Import into Malawi of the building materials and capital goods for MRA records; 3. on behalf of the client, checking and certifying main contractor's and all sub-contractors/ specialist works contractors' building material for permanent incorporation into the works; 4. Endorsing proposed main contractor's list of specialist works sub-contractors to supply imported materials for the project and notifying |

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| | <p>and requesting, on behalf of the client, MRA to exempt the required materials from duty and VAT charges;</p> <p>5. Agreeing with the main contractor and specialist sub-contractors a schedule of site meetings and more important valuation dates/ certificates dates and the cash flow to assist the client budget for various payments i.e. to main contractor; sub-contractors; foreign payments and payments to consultants;</p> <p>6. Insisting on the project consultants to ensure that at least three (3) quotations are sourced and approved for specialist works allowed for in the bill thus providing not only transparency and accountability for the project but for the client to have the most competitive bids or prices for the works;</p> <p>7. Assisting and advising the client on the procurement of specialised equipment/ other bank fittings not forming part of the main building contract;</p> |
| <p>Detailed Tasks Assigned</p> <p>Assistant Project Coordinator/ Project Manager</p> | <p>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>Name of assignment of Project: New Chichiri Shopping Mall, Blantyre</p> <p>Year: 2002</p> <p>Location: Chichiri, Blantyre, Malawi.</p> <p>Client: NICO Corporate Finance Limited</p> <p>Main Project Features: The project comprised extensive site clearance and bulk earthworks; the construction of a New Shopping centre in Blantyre including its entire associated external works.</p> <p>Position held: Assistant Project Coordinator/ Manager;</p> <p>Activities performed: Coordinating all project activities on behalf of the bank during the pre-contract and post-contract stages i.e. during design, tendering, construction and handover stage; attending and reporting on project meetings; providing monthly progress briefs and quarterly detailed reports to the Client on the project; monitoring the project's programme, quality, time and cost control.</p> <p>Advising on Financial and Contractual issues; certifying amounts due and signing of Final Accounts.</p> |

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| | <p>Special services included:</p> <ol style="list-style-type: none"> 1. Applying, on behalf of the client, to Malawi Revenue Authority (MRA) the project remission of duty and VAT on building materials and capital goods and a waiver of VAT on consultancy services on the project; 2. Subsequent to approval of item 1 above, compiled on behalf of the client a comprehensive Bill of Items for Import into Malawi of the building materials and capital goods for MRA records; 3. On behalf of the client, checking and certifying main contractor's and all sub-contractors/ specialist works contractors' building material for permanent incorporation into the works; 4. Endorsing proposed main contractor's list of specialist works sub-contractors to supply imported materials for the project and notifying and requesting, on behalf of the client, MRA to exempt the required materials from duty and VAT charges; 5. Agreeing with the main contractor and specialist sub-contractor a schedule of site meetings and more important valuation dates/ certificates dates and the cash flow to assist the client budget for various payments i.e. to main contractor; sub-contractors; foreign payments and payments to consultants; 6. Insisting on the project consultants to ensure that at least three (3) quotations are sourced and approved for specialist works allowed for in the bill thus providing not only transparency and accountability for the project but for the client to have the most competitive bids or prices for the works; 7. Assisting and advising the client on the procurement of specialised equipment/ other bank fittings not forming part of the main building contract; |
| <p>Detailed Tasks Assigned</p> <p>Assistant Project Coordinator/ Project Manager; Project Quantity Surveyor</p> | <p>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>Name of assignment of Project: Construction of 160 No. Dwelling houses for sale including tarmac access roads to the houses.</p> <p>Year: 2007</p> |

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| | <p>Location: Blantyre, Chapima Heights, Malawi.</p> <p>Client: Press Properties.</p> <p>Main Project Features: The project comprised the Construction of 160 No. Dwelling houses for sale including tarmac access roads to the houses.</p> <p>Position held: Assistant Project Coordinator/Manager; Financial and Contractual Team Leader/Project Quantity Surveyor.</p> <p>Activities performed: Coordinating all project activities on behalf of the bank during the pre-contract and post-contract stages i.e. during design, tendering, construction and handover stage; attending and reporting on project meetings; providing monthly progress briefs and quarterly detailed reports to the Client on the project; monitoring the project's programme, quality, time and cost control.</p> <p>Responsible for the delivery of all the required Project Quantity Surveying services (i.e. Financial and Contractual issues); certifying amounts due and signing of Final Accounts.</p> |
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Summary of the Composition of the Key Personnel and Support Staff Team and the Task of each team member

1.0 Technical/Managerial Staff

| Name | Role | Task/Assignment | Experience |
|---------------|--|--|-------------------|
| T. T. Msowoya | Project Manager and Chief Quantity Surveyor | Overall responsibility for Project Management and Quantity Surveying Services. | 34 years |
| M.M. Nyasulu | Project Manager and Advisor on Project Financial & Contractual Issues | Coordination of Quantity Surveying Services; Certifying amounts due and signing off final accounts. | 18 years |
| C. Matupi | Technical Support staff (Senior Quantity Surveying Technician – Diploma in Civil Engineering & Quantity Surveying) | Support on checking contractors' Certificates amounts due and signing off final accounts. Reporting to the Assistant Project Coordinator | 32 years |

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|----------------|--|--|----------|
| W Mambo | Technical Support staff (Senior Quantity Surveying Technician – Diploma in Quantity Surveying) | Support on checking contractors' Certificates amounts due and signing off final accounts. Reporting to the Assistant Project Coordinator | 16 years |
| T C Mkandawire | Technical Support staff (Graduate Quantity Surveyor) | Support on checking contractors' Certificates amounts due and signing off final accounts. Reporting to the Assistant Project Coordinator | 8 years |
| F Kufeyani | Technical Support staff (Quantity Surveying Technician – Diploma in Quantity Surveying) | Support on checking Contractors' Certificates amounts due and signing off final accounts. Reporting to the Assistant Project Coordinator | 4 years |

2.0 Support Staff

| | | | |
|------------|--------------------------|---------------------|----------|
| E. Nyamali | Administration Secretary | Support typing etc. | 12 years |
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Section 3: Some Case Studies

3.1 New Ryalls Hotel – Blantyre



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3.2 Chichiri Shopping Centre - Blantyre



3.3 New Parliament Building, Lilongwe



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3.4 Standard Bank – New Ntcheu Branch.



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3.5 Standard Bank, Victoria Avenue, Head Office, Blantyre



Section 4: References of Past and Present Clients

Contact Details

- 4.1 College of Medicine, Blantyre Campus
Private Bag 360
Blantyre
- Telephone: 01 877245 / 291
Fax: 01 874700
E-mail Address: rbroadhead@sdpn.org.w
Contact Person: Professor Robin Broadhead (Principal)
- 4.2 Department for International Development (DFID)
Private Bag 57
Lilongwe
- Telephone: 01 775660
Fax: 01 775401
E-mail Address: j-craigie@dfid.gov.uk
Contact Person: Mr Jim Craigie (DFID Senior Quantity Surveyor)
- 4.3 Project Implementation Unit
Private Bag 315
Blantyre 3
- Telephone: 01 870222
Fax: 01 877380
E-mail Address: hmkwezalamba@sdpn.org.mw
Contact Person: Mr Harry Mkwezalamba (Project Manager)
- 4.4 Ministry of Works, Building Department
Private Bag B365
Lilongwe 3
- Telephone: 01788424 / 356
Fax: 01 788401 / 259
E-mail Address: buildingdept@malawi.net
Contact Person: Mr H. Chiudzu (Director of Buildings)
- 4.5 Press Properties Ltd (A Division of Press Management Services Limited)
P.O. Box 925
Blantyre
- Telephone: 01 824 296 / 444
Fax: 01 823587
E-mail Address: jfk@pressproperties.com
Contact Person: Mr J. F. Kalizang'oma (General Manager)

Section 5: Registration with Professional Bodies

In accordance with the National Construction Industry Council of Malawi (NCIC) Act of 1996, Turner & Townsend Malawi Office is presently registered with the NCIC on Registration Number CF 47/2006. Besides, all its Quantity Surveyors in the office are registered members of the Malawi Architects and Quantity Surveyors Board and the Malawi Surveyors Institute, as well as the Royal Institute of Chartered Surveyors in the United Kingdom.

Section 6: Conclusion

We recognise the nature of the role designated to the **Consultant Project Manager and Quantity Surveyor** and our responsibility for advising on, directing, controlling and co-ordinating all aspects of cost and contractual issues on projects with which we become involved.

We understand that critical to the success of any project is the formulation, Implementation and maintenance of a suitable level of Cost Control designed to ensure effective control of the project costs.

Disciplined administration and proactive management are the requirements for a high degree of certainty cost, time and value of money. We see our role as ensuring that the Client is not committed to additional monies in excess of budgetary limits.