

**Standard Bidding Document for Request for Quotation for
Non-Consultancy Services**



**NORTHERN REGION EDUCATION DIVISION
(NED)**

REQUEST FOR QUOTATIONS (FOR NON CONSULTANCY SERVICES)

PROCUREMENT REFERENCE NUMBER: NED-2026-27-33

To:

.....

..... Date: 23rd September 2026

The Procuring and Disposing Entity named above invites you to submit your quotation for carrying out the whole of the services as described herein. Any resulting order shall be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders except where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS

1. Description of Services and Location

INSTALLATION OF SOLAR POWER TO TEACHING AREA AND TEACHER'S HOUSES AT KANYAZUKA CDSS IN NKHATABAY DISTRICT.

- 2.** Services are to commence within: 1 Week [*days/weeks/months*] from the date of order.
- 3.** Services are to be completed within: 1 month [*days/weeks/months*] from the date of commencement.
- 4.** Quotations must be valid for 30 days [*days/weeks/months*] from the deadline of submission.

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- 5.** Quotations and supporting documents as specified in Section B must be marked with the Procurement Reference Number given above and indicate acceptance of the stated terms and conditions.
- 6.** Quotations must be received, in sealed envelopes no later than: 29TH September 2026.
- 7.** Quotations must be returned to the Chairperson of the IPDC:
The Chairperson of IPDC
Northern Education Division
P.O.BOX 133
MZUZU
- 8.** The attached Schedule of Rates and Prices in Section C together with any Terms of Reference or other documentation mentioned in Section C and appended, detail the services to be performed. You are requested to quote by completing Sections C and D. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services including all taxes, levies and duties. The total cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.

Your quotation is to be returned on this Form by completing and returning Sections C and D including any other information and certification as stated within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

- 1.** Currency of Quotation:
- 2.** Services will commence within [insert number] [days/weeks/months] from date of Purchase Order.
- 3.** Services to be completed within [insert number] [days/weeks/months] from date of commencement.
- 4.** Validity period of this quotation is [insert number] [days/weeks/weeks] from the deadline for submission.
- 5.** We enclose the following documents:
 - (i) Section C of the Request for Quotations completed and signed;
 - (ii) A copy of our Trading Licence



- 6.** We offer to supply in conformity with the Request for Quotations Documents and in accordance with the delivery schedule required in Section D: Schedule of Requirements.
- 7.** We have examined and have no reservations to the Request for Quotations Document, including Addenda No: *(Insert Number and date)* of Addenda.
- 8.** Our price shall be fixed for the duration of the validity period.
- 9.** We declare that our firm, Directors and Beneficial owners do not engage in corrupt, fraudulent and/or uncompetitive practices whenever participating in procurement proceedings.

.....If any additional documentation is attached to your quotation, a signature and authorisation in Section C and Section D is still required as confirmation that the terms and conditions of this RFQ prevail over any attachment. If the Quotation is not authorised in Section C and Section D, the quotation may be rejected.



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SECTION C: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)

Item No.	Description of Services (Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)	Unit of Measure	Quantity	Unit Price Kwacha	Total Price Kwacha
1	SOLAR INSTALLATION TO TEACHING AREA (OFFICE AND ONE CLASSROOM BLOCK WITH TWO CLASSROOMS) Details as per attached		1		
2	SOLAR INSTALLATION TO TEACHERS HOUSES (THREE BEDROOM HOUSE) Details as per attached		2		
				<i>Sub-Total</i>	
				<i>VAT</i>	
				<i>PPDA Levy (1%)</i>	
				<i>Total Bid Price</i>	

Notes: The Procurement Levy is calculated based on Sub-total before taxes.

The following attachments are appended to clarify the Description of Services:
[List each attachment e.g. detailed schedule of services, or terms of reference]

AUTHORISED BY:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)



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Authorised for and on behalf of:

Company: _____

Official Date Stamp:

SECTION D: Beneficial Ownership Disclosure

T1B Beneficial Ownership Disclosure Form

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the Bidder. In case of joint venture, the Bidder must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions:

- 1. directly or indirectly holding 5% or more of the shares*
- 2. directly or indirectly holding 5% or more of the voting rights*
- 3. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.*
- 4. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;*
- 5. has a significant stake in a company and on whose behalf activity of a company is conducted; or*
- 6. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.*

Date: _____

Procurement Reference No.: NED-2026-27-33

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To: **NORTHERN REGION EDUCATION DIVISION**

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In response to your request in the Letter of Acceptance dated [insert date of letter of Acceptance] to furnish additional information on beneficial ownership: [select one option as applicable and delete the options that are not applicable]

(i) we hereby provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 5% or more of the shares (Yes / No)	Directly or indirectly holding 5 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Bidder (Yes / No)

OR

(ii) We declare that there is no Beneficial Owner meeting one or more of the following conditions:

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
- directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.



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OR

(iii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder]"
- directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

Name of the Bidder:_____

Name of the person duly authorized to sign the Bid on behalf of the Bidder:_____

Title of the person signing the Bid_____

Signature of the person named above: _____

Date signed_____day of_____

SECTION E: EVALUATION OF QUOTATIONS



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1. Quotations that are responsive, qualified and technically compliant will be ranked according to price.
2. Award of contract will be made to the lowest evaluated quotation by the issue of a Local Purchase Order.

Signed: Name Magret Kulemeka

Title/Position:

For and on behalf of the Procuring and Disposing Entity

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SPECIFICATIONS OF MATERIALS FOR OFFICE AND TWO ROOMED CLASSROOM BLOCK.

Item	Minimum Material Specification
1. Solar Panels (300W)	Monocrystalline, 300W minimum, 24V nominal, minimum 18% efficiency, anodized aluminium frame, tempered glass, IEC 61215 & IEC 61730 certified, 25-year performance warranty.
2. Solar Batteries (200Ah)	Deep-cycle GEL or AGM battery, 200Ah, 12V, maintenance-free, minimum 1,200 cycles at 50% DOD, corrosion-resistant terminals.
3. Hybrid Inverter (3KVA/24V)	Pure sine wave output, 3kVA minimum, 24V DC input, 230V AC output, inbuilt MPPT solar charger (minimum 60A), overload and short-circuit protection, LCD display.
4. Solar Panel Stand	Hot-dip galvanized mild steel or aluminium mounting structure suitable for two 300W panels, corrosion-resistant, complete with stainless steel bolts and nuts.
5. DC Cables (6mm²)	UV-resistant copper solar cable, 6mm ² , red and black, double insulated, rated 1000V DC, IEC certified.
6. Surge Protectors	Type II surge protection device, 275V AC for AC side and 600V DC for solar side, DIN rail mounted.
7. Saddles, Nipples & Couplings	Heavy-duty PVC conduit accessories suitable for 20mm and 25mm conduits, UV resistant.
8. Nails	Assorted galvanized wire nails (25mm–100mm), corrosion resistant.
Distribution Board	8-way or 12-way flush-mounted steel distribution board with neutral and earth bars, powder-coated finish.
9. PVC Conduit Pipes	Heavy gauge PVC conduit, 20mm diameter, 3m lengths, SABS/BS approved.
10. Round Boxes & Covers	PVC junction boxes, 3"x3" and 3"x6", complete with matching covers, heavy-duty.
11. MCBs	DIN rail mounted Miniature Circuit Breakers, 6kA breaking capacity, 10A, 20A and 32A, Type C, IEC 60898 compliant.
12. Main Switch	Double-pole isolator, 63A, 230V AC, DIN rail mounted.
13. Switches	Flush-mounted white moulded switches, 10A, 1-gang, 2-gang and 3-gang, BS compliant.
14. Lamp Holders & Bulbs	Batten lamp holder with 12W–18W LED bulb, 230V, minimum 100 lumens/W, 25,000-hour lifespan.
15. Double Sockets	13A switched double socket outlet, white moulded, BS1363 compliant.
16. Wall Lights (Wall Glass)	Decorative wall-mounted LED light fitting with frosted glass diffuser, IP44 minimum. <i>(If "Wall Glass" refers to something different, the BOQ should clarify this.)</i>
17. Trunking	Heavy-duty PVC cable trunking, 25mm × 40mm minimum, complete with covers and fittings.



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Item	Minimum Material Specification
18. Wire Rolls	Single-core PVC insulated copper cable in Black, Red and Green, 2.5mm ² and 1.5mm ² , 100m rolls, 450/750V, BS6004 compliant.
19–24. 2.5mm² & 1.5mm² Cables	Annealed copper conductor, PVC insulated, stranded, 100m rolls; 2.5mm ² for socket circuits and 1.5mm ² for lighting circuits; colours: Red, Black and Green.

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SOLAR INSTALLATION MATERIAL SPECIFICATIONS FOR 3 BEDROOMED HOUSE

Item	Minimum Specification
Solar Panels	300W Monocrystalline, 24V, Grade A, minimum 21% efficiency, IEC 61215 & IEC 61730 certified
Solar Batteries	100Ah, 12V Deep Cycle AGM or Gel battery, maintenance-free, minimum 1,200 cycles at 50% DOD
Power Inverter	1000W Pure Sine Wave, 12V DC input, 230V AC output, 50Hz, $\geq 90\%$ efficiency
Solar Panel Stand	Hot-dip galvanized steel or aluminium, corrosion-resistant, suitable for two 300W panels
DC Cables	6mm ² solar cable, UV-resistant, double insulated, tinned copper conductor, rated 1000V DC
Surge Protectors	Type II AC/DC surge protection device, minimum 20kA discharge current
Saddles, Nipples & Couplings	Heavy-duty PVC suitable for 20mm and 25mm conduit
Nails	2–4 inch galvanized steel nails
Distribution Board	8–12 way metal enclosure with DIN rail, IP40 minimum
PVC Conduit Pipes	Heavy gauge uPVC electrical conduit, 20mm and 25mm diameter, 3m lengths
Round Boxes & Covers	Heavy-duty PVC, 3×3 and 3×6 junction boxes with matching covers
Miniature Circuit Breakers (MCBs)	10A, 20A and 32A, Type C, 6kA breaking capacity, IEC 60898 compliant
Main Switch	63A Double Pole isolator, 230V AC
Switches	Flush-mounted, 1-gang, 2-gang and 3-gang, 10A, white polycarbonate
Lamp (Bubble) Holders	B22 or E27 lamp holders with matching LED bulbs (9–12W)
Double Sockets	13A switched twin socket outlets, BS 1363 compliant
Wall Glass	Decorative wall light fittings complete with LED lamps
Trunking	PVC trunking, 25×16mm or 38×25mm with covers
2.5mm ² Cables	Single-core copper PVC insulated, 450/750V, red, black and green
1.5mm ² Cables	Single-core copper PVC insulated, 450/750V, red, black and green

Additional specifications that should be added

The current BOQ would be stronger if it also specified:

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- All electrical accessories should comply with **IEC** or **BS** standards.
- Copper conductors should be **99.9% pure electrolytic copper**.
- PVC conduits should be **self-extinguishing** and suitable for concealed wiring.
- Solar components should have a **minimum 5-year warranty**, with solar panels having a **25-year performance warranty**.
- All exposed steel components should be **hot-dip galvanized** to resist corrosion.
- Installation should comply with the **Malawi Bureau of Standards (MBS)** and relevant electrical installation regulations.

These minimum specifications would make the BOQ suitable for competitive tendering by ensuring all bidders quote for materials of comparable quality rather than supplying lower-grade alternatives.