



LILONGWE CITY COUNCIL

P O BOX 30396
LILONGWE 3

REQUEST FOR QUOTATIONS (FOR WORKS)

Procurement Number: LCC/IPDC/10/24/MAINTENANCE/CIVIC OFFICES

To:

.....

..... Date: 21st October, 2024

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

SECTION A: QUOTATION REQUIREMENTS

1) Description of Works and Location

MAINTENANCE OF CIVIC OFFICES UNDER LOCAL GENERATED REVENUE (LGR) FOR 2024/2025 FINANCIAL YEAR

- 2) Works are to commence by **one day** from the date of order.
- 3) Works to be completed by: **Sixty (60) days** from the date of order.
- 4) Quotations must be valid for **Ninety (90) days** from the date for receipt given below.
- 5) Quotations and supporting documents as specified in Section B must be clearly marked with the Procurement Number given above and must indicate acceptance of the stated terms and conditions.
- 6) Quotations must be received, in sealed envelopes no later than: **14:00 Hrs on Friday, 1st November, 2024.**

Quotations must be returned to:

**The Principal Procurement Officer, Lilongwe City Council, Civic Offices, Room No. 114,
City Centre, Box 30396, Lilongwe 3.**

- 7) The attached Activity Schedule (for lump sum contracts) or Schedule of Rates and Prices (for contracts where payment is based on unit prices) *{delete as appropriate}* at Section C details the works to be performed. You are requested to quote by completing Sections B and C. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works including all taxes and duties. The whole cost of performing the works shall be included in the items stated and the cost of any incidental works shall be deemed to be included in the prices quoted.
- 8) Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of contract will be made to the lowest priced quotation by the issue of a Local Purchase Order.

Signed:Date:

Name : **Andrew Ngalande** Title/Position: **Principal Procurement Officer**

For and on behalf of the Procuring Entity

LILONGWE CITY COUNCIL

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

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Works will commence withindays/weeks/months from date of Purchase Order.
- 3) Works will be completed bydays/weeks/months from date of Purchase Order
- 4) Validity period of this quotation isdays from the date for receipt of Quotations.
- 5) We attach the following documents:
 - (i) Section C of the Request for Quotations completed and signed;
 - (ii) A copy of our Trading Licence
 - (iii) A copy of our Annual Tax Clearance Certificate for 2024/2025 Financial year.
 - (iv) A list of recent Government contracts performed
 - (v) Valid National Construction Industry Council Certificate for 2024/2025 Financial Year in Hundred (200) Million Building category or above
 - (vi) Experience in Three Similar project works as a prime contractor within the past 3years backed up by completion certificate.
 - (vii) Proof of Financial resources to carry out the works; access to bank credit of MK50 Million within the past 5 months
 - (viii) Average annual turnover of MK 100 Million for the past 3 years
 - (ix) **Personnel**, Site Agent with a degree in Civil Engineering; 3 years Experience or Diploma in Civil Engineering; Five (5) years experience and Foreman with a Certificate in Construction Technology or Level 1 foremanship offered by NCIC or similar with 5years experience
 - (x) No bad record or non-compliance with Lilongwe City Council or Government Offices **(Is a must)**
 - (xi) Rate Analysis development.
 - (xii) Proposed program of works
 - (xiii) Proposed equipment to be used (Scaffolds, Concrete Mixer, Poker Vibrator, Flat Lorry)
- 6) We confirm that our quotation is subject to the terms and conditions stated in your Request for Quotations referenced above, and that any resulting contract will be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders.
- 7) We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Quotation Authorisation:

Signed:.....Date:

Name: Title/Position:

Authorised for and on behalf of (Company name and seal):

.....

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Registered Address:

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If any additional documentation is attached to your quotation, a signature and authorisation at Section B and Section C is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Section B and Section C, 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 Activity	Unit	Estimated QTY	Rate/Price in Mw Kwacha	Amount (Kwacha)
	Maintenance of Civic Offices	Each	1		
	GRAND TOTAL				

The following attachments are appended to clarify the Description of Activity:

[List each attachment e.g. drawings and detailed technical specifications]

The following attachments are appended to clarify the Description of Activity:

[List each attachment e.g. drawings and detailed technical specifications]

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

LILONGWE CITY COUNCIL
CIVIC OFFICES MAINTENANCE

Item	Substructure (All Provisional)	QTY	Unit	Rate	K	T
	<p><u>PAINTING AND DECORATING</u></p> <p><u>Two coats wall guard black bituminous paint</u> <u>Dulux/Plascon Paints Reference 164-0770; or</u> <u>equal and approved</u></p> <p>Rendered walls H over 300mm girth</p>	140	M ²			-
	Substructure Total To Summary					-

LILONGWE CITY COUNCIL
CIVIC OFFICES MAINTENANCE

Substructure

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LILONGWE CITY COUNCIL
CIVIC OFFICES MAINTENANCE

Item	Roof	QTY	Unit	Rate	K	T
	<p><u>ROOF</u></p> <p>All angles are grade 43 type 335 to Bs5950. Gusset plates strength is 460 N/mm² bolts and fasteners are type 8.6 as specified in BS 5950 N.B the Contractor is to revise the design prior to even buying the materials and get the approval from the engineer in charge</p> <p><u>(24 guage) "Chromadek", IBR profile prefinished steel cladding, laid with one flute side laps and 300mm minimum end laps, fixed to metal purlins with and including 75mm long drive screws (purlins generally at 2673 mm centres) and side laps with 6 x 25 mm sheet bolts at 600mm centres. All fixings complete with bitumen and flat galvanised steel washers</u></p>					
A	Cladding	45	m2			-
	<p><u>PAINTING AND DECORATING</u></p> <p><u>Prepare, knot, stop, prime and apply two coat of weather guard paint</u></p>					-
	Roof	1200	m2			-

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CIVIC OFFICES MAINTENANCE

<i>Roof</i>	Roof Total To Summary				-

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CIVIC OFFICES MAINTENANCE

Item	Doors and Windows	QTY	Unit	Rate	K	T
	<u>Glazing</u>					
	<u>Clear Polished Sheet Glass</u>					
A	6mm Glass fixed to metal with mastic putty in panes	60	M ²			-
	<u>PAINTING AND DECORATING</u>					
	<u>Prepare, prime and apply one undercoat and two finishing coats of full gloss enamel on</u>					
B	Metal Window frames	5	M2			-
C	Metal Door Frames 100 - 200mm girth	74	M1			-
D	Ditto 200 - 300mm girth	55	M1			-
E	Steel door	5	M2			-
	<u>Prepare, knot, prime and stop and apply one undercoat and two finishing coats of full gloss enamel on</u>					
F	Timber flush doors	82	M2			-
	<u>Prepare and apply two coats of clear varnish to</u>					
G	Hardwood panel doors	55	M ²			-
H	Wooden Window frames	85	M ²			-
I	Wooden door frames	45	M ²			-
	Doors and Windows Total To Summary					-
	Doors and Windows					

LILONGWE CITY COUNCIL
CIVIC OFFICES MAINTENANCE

Item	<i>Ironmongery</i>	QTY	Unit	Rate	K	T
	<p><u>IRONMONGERY</u></p> <p>SUPPLY AND FIX</p> <p>Unless otherwise stated fixing is to timber</p> <p><u>Doors</u></p>					
A	Narrow Stile Cylinder doorset and furniture to be approved	5	No			-
B	"Union CZ682 - 24 - 52 CH" 3 lever rebated lock set and furniture set to be approved	40	No			-
C	Toilet latch locks	15	No			-

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CIVIC OFFICES MAINTENANCE

	Ironmongery Total To Summary				
<i>Ironmongery</i>					-

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CIVIC OFFICES MAINTENANCE

Item	Wall Finishes	QTY	Unit	Rate	K	T
	PAINTING AND DECORATING					
	<u>Prepare and apply two coats of styrene acrylic emulsion coloured sealer on</u>					
E	Rendered walls	532	M ²			-
F	Ditto in narrow widths	12	M ²			-
	<u>Prepare and apply one water thinned coat and two finishing coats of external quality washable paint or equal approved on</u>					
G	Rendered walls (PROVISIONAL)	1200	M ²			-
H	Ditto in narrow widths	10	M ²			-
	<u>TILER (PROVISIONAL)</u>					
A	3 x 400 x 300mm glazed cushion edged tiles (to project manager's approval), adhesive fixed and pointed with white cement to rendered walls on top of sinks	125	M ²			-
	<u>PAINTING AND DECORATING</u>					
	<u>Prepare and apply one water thinned coat and two finishing coats of internal quality washable paint or equal approved on</u>					
C	Plastered walls	2600	M ²			-

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	Wall finishes Total To Summary				-
<i>Wall finishes</i>					

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Item	Floor Finishes	QTY	Unit	Rate	K	T
	<u>FLOOR FINISHES</u>					
	<u>Beds and Backing</u>					
	<u>(1:3) Cement and sand screed finished with a wood trowel</u>					
A	25mm Thick to concrete slab to receive tiles	35	M ²			-
	<u>Floor tiles(PROVISIONAL)</u>					
	<u>Double layer first grade Ceramic tiles, white (Non-Slip); laid at random; bedding in cement mortar (1:4) and grouting and pointing with white cement putty; internal</u>					
	400 x 300mm x 8mm; 2mm joints; to floors; to cement and sand base					
B	over 300mm wide	150	M ²			-
C	shower floor Mosaic tiles (to architect's approval), adhesive fixed and pointed with grey cement to rendered walls		M ²			
	<u>Double layer first grade Porcelain tiles, white (Non-Slip); laid at random; bedding in cement mortar (1:4) and grouting and pointing with white cement putty; internal</u>					
	600 x 600 x 8mm; 2mm joints; to floors; to cement and sand base					
D	over 300mm wide		M ²			
	<u>SKIRTINGS</u>					
	15mm skirtings; to blockwork base					
E	150mm wide; fair edge junction with wall Porcelain tiles (Matte Finish),	117	m ¹			-
F	Ditto, ceramic tiles		m ¹			

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 CIVIC OFFICES MAINTENANCE

	Floor finishes Total To Summary				
<i>Floor finishes</i>					-

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Item	Ceiling Finishes	QTY	Unit	Rate	K	T
	<u>CARPENTRY</u>					
	<u>Framing</u>					
	Unless otherwise stated, all timber shall be treated softwood					
A	50 x 50mm brandering	120	M ¹			-
B	Fixed to wall	54	M ¹			
	<u>JOINERY</u>					
	<u>Panelling</u>					
C	6mm thick 'Nulite' ceiling board, fixed with clout nails to timber brandering, fix joints with two layers of rhino tape and apply 5mm thick rhino skim finish	300	M ²			-
	<u>Cornice</u>					
D	75 x 75mm polysterene cornice		M ¹			-
	<u>PAINTING AND DECORATING</u>					
	<u>Prepare and apply one thinned coat and two finishing coats of internal quality ceiling white paint on</u>					
E	Nulite ceilings rhino skim finished	300	M ²			-
	<u>Prepare and apply coats of gloss enamel on</u>					
F	75 x 75mm polysterene cornice		M ¹			-

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	Ceiling finishes Total To Summary				
	<i>Ceiling finishes</i>				-

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Item	JOINERY FITTINGS (ALL PROVISIONAL)	Unit	Qty	Rate	K	T
A	<u>JOINERY</u> Allow a provisional sum of Mk 2,000,000.00 (Two Million Kwacha) for additional joinery fittings					
	JOINERY FITTINGS - TOTAL CARRIED TO SUMMARY			K		-

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Item	Sanitary Fittings	QTY	Unit	Rate	K	T
	<u>Fittings</u>					
A	Vaal AFSAN combined WC Pan - 750100 WC suite, Vaal Sanitaryware vitreous china "Afsan" low level 90degrees outlet washdown pan and matching Hibiscus side inlet low level cistern code (7105SL) complete with lid, fitment, pipe flush, B2 thermoset (DPE code 8517Z020) and cover	5	No			-
B	Vaal HIBISCUS Basin-702303 Vaal sanitaryware vitreous china 510 x 405mm rounded "Hibiscus" basin with three semi tapholes, integrated overflow, and chainstayhole through the centres semi punched taphone Wall mounted brackets 8448z0	3	No			-
C	530 x 910mm Long, 18/8 stainless steel FRANKIE. bench top, double bowl, double drainer, complete with 38mm diameter chromium plated grated waste outlet, plug, chain and stay. Set up on and fix to timber bench with brackets measured separately	3	No			-
D			No			-
E	150 x 150mm white glazed vitreous china recessed toilet roll holder, set in and including 50mm deep recess in brick/ concrete wall	25	No			-
F	Urinal Master flush	6	No			-
G	Bottom entry ball valve as specified by engineer	6	No			-
H	Urinal bowls	6	No			-
I	600 x 20mm Diameter chromium plated towel rail fixed with standard brackets to rendered walls.		No			-
	<u>Taps and Valves</u>					
	Prices shall include for joining to pipework					
J	12mm Diameter ECCP bib tap	6	No			-
K	12mm Diameter ECCP kitchen sink mixer	3	No			-

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Sanitary Fittings Total To Summary

<i>Sanitary fittings</i>				
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Item	Soil, Waste and Vent Services (All provisional)	QTY	Unit	Rate	K	T
	<u>SOIL, WASTE AND VENT SERVICES (Provisional)</u>					
	This section has been measured from fittings up to gully or first manhole					
	<u>Pipe work and fittings</u>					
	Soil systems shall be "Key Terrain 100" PVC to BS 4514					
	Waste systems shall be "Key Terrain 200" UPVC					
	Diameters stated are outside sizes in accordance to manufacturers metric catalogues.					
	Generally joints are solvent welded					
	Fixing to walls, slabs etc. shall be with standard pipe clips, plugged and screwed					
A	40mm Diameter pipe, fixed to brick/concrete walls	40	M ¹			-
B	50mm Diameter pipe laid in trench	40	M ¹			-
C	Ditto fixed to brick/concrete walls		M ¹			-
D	110mm Diameter pipe laid in trench		M ¹			-
E	Extra over pipework for 201.50.92 sweep bend	5	No			-
F	Ditto for 202.40.92 sweep access bend	5	No			-
G	Ditto for 215.40.125 trap outlet adaptor	5	No			-
H	Ditto for 215.50.15 trap outlet adaptor	5	No			-
I	Ditto, 50mm plain bend	5	No			-
J	Ditto, 50mm access bend	5	No			-
	<u>PVC gullies</u>					
G	"Key Terrain" gully trap, comprising 1849.4 "P" trap, 1844.25 gully piece and 1841.8 grating. Set up including for excavation, concrete bed, support and connect to pipes	2	No			-

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Soil, waste and vent services Total To Summary

Soil, Waste and vent services

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Item	Engineering Services(All provisional)	QTY	Unit	Rate	K	T
	<u>AIR CONDITIONING</u>					
	Overall services of internal and external units for air conditioners					
A	12,000 BTU	15	No			-
B	18,000 BTU	5	No			-

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	Engineering services Total to summary									-
	<i>Engineering services</i>									

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Item	Summary	QTY	Unit	Rate	K	t
	<u>SUMMARY</u>					
	<u>PAGE</u>					
A	SUBSTRUCTURE					-
B	ROOF					-
C	EXTERNAL AND INTERNAL WALLS					
D	WINDOWS AND DOORS					-
E	IRONMONGERY					-
F	WALL FINISHES					-
G	FLOOR FINISHES					-
H	CEILING FINISHES					-
I	JOINERY FITTINGS					-
J	SANITARY FITTINGS					-
K	SOIL, WASTE AND VENT SERVICES					-
L	ENGINEERING SERVICES					-
	SUB TOTAL A					-
	<u>CONTINGENCY</u>					
	ADD: For physical or price contingency to be used expended or deducted at the descretion of the Architect / Supervising Officer					
	SUB TOTAL B			15%	of A	-
	Value Added Tax	VAT	16.50%		of B	-
	NCIC LEVY	LEVY	1%		of B	-
	PPDA LEVY	LEVY	1%		of B	-
	TOTAL CARRIED TO FORM OF TENDER					-