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Department of Disaster
Management Affairs
Private Bag 336
Lilongwe 3
Malawi

REQUEST FOR QUOTATION

Proc No: RFQ 090/IPDC/DoDMA/2025-26/S/002 Date: 17th April, 2025

To: All Eligible Bidders

The Procuring 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 (available on request) except where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS

- 1) **Description of Services and Location: Provision of Cleaning Services for the 2025/26 financial Year Department of Disaster Management Affairs (DoDMA) Capital Hill**
- 2) Services are to commence by: **2 days** from the date of order (Signing of Contract).
- 3) Services are to be completed by: **12 months** from the date of contract.
- 4) Quotations must be valid for **30 Days** from the date for receipt given below.
- 5) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above and indicate acceptance of the stated terms and conditions.
- 6) Quotations must be received, in sealed envelopes, no later than: **10.00 hours on 24th April, 2025.**
- 7) Quotations must be deposited in the tender box located in the corridor at the Reception, second Floor in Department of Economic Planning

Building at; Department of Disaster Management Affairs, Procurement Unit, P/Bag 336, Capital Hill.

- 8) The attached Schedule of Rates and Prices at 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 B and C. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services including all taxes 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.
- 9) The following documents should be attached
 - **A copy of Business Registration Certificate;**
 - **A copy of A Tax Clearance Certificate valid up to 31st March,2026**
 - **Copy of a Valid PPDA Registration Certificate;**
 - **Copy of Evidence of 2 cleaning service contracts performed. (Payment vouchers or completion certificates) please take note that LPO and Contract are not evidence of performance.**
 - **Copy of VAT Registration Certificate if applicable**
 - **Section B and C of the Request for Quotations completed and signed**
- 10) 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: Name: Ellen Maliano

Title/Position: **Principal Procurement Officer**

For and on behalf of the Purchase

NOTE: All bidders are requested to inspect the premises on Tuesday,22nd April,2025 from 10:00 am to 11:00 am before they prepare and submit their bids.

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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/certification required within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: **Malawi Kwacha**
- 2) Services will commence withindays/weeks/months from date of Purchase Order.
- 3) Services to be completed bydays/weeks/months from date of Purchase Order) Validity period of this quotation isdays from the date for receipt of Quotations.
- 5) We enclose the following documents:
 - A copy of Business Registration Certificate;
 - A copy of A Tax Clearance Certificate valid up to 31st March,2026
 - Copy of a Valid PPDA Registration Certificate;
 - Copy of Evidence of 2 cleaning service contracts performed (Payment vouchers or completion certificates), please take note that LPO and Contract are not evidence of performance of service.
 - Copy of VAT Registration Certificate (if applicable)
 - Sections B and C of the Request for Quotations completed and signed
- 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.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company:

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 Services (Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)	Mandatory	Compliance to Requirements
A	B	C	D
	Cleaning Services of Offices, Curtains Toilets, Windows and Veranda		
1	THE ENTRANCE AREA		
	Steps leading to Disaster Management Affairs, Reception Area and Conference Hall	M	
2	RIGHT WING		
i	The Corridor	M	
ii	Commissioner's Office	M	
iii	The DPR's Office	M	
iv	The DRR's Office	M	
v	The DDs' Office	M	
3	THE LEFT WING		
i	The Corridor	M	
li	Room Number 69	M	
lii	Room Number 71	M	
lv	Room Number 73	M	
V	Room Number 75	M	

Vi	Room Number 77A	M	
vii	Room Number 77B	M	
Viii	Gents' Toilets	M	
ix	Ladies' Toilets	M	
x	Room Number 85 (Kitchen)	M	
Xi	Room Number 85A	M	
Xii	Room Number 85B	M	
Xiii	Room Number 85C	M	
Xiv	Room Number 78 (Main Accounts)	M	
Xv	Room Number 79	M	
Xvi	Room Number 80	M	
Xvii	Room Number 81	M	
Xviii	Room Number 82	M	
Xix	Room Number 83	M	
xx	Room Number 84	M	
Xxi	Room Number 86	M	
xxii	Room Number 87	M	
xxiii	Veranda surrounding the offices	M	
	Sub Total		
	16.5% VAT		
	1% PPDA Levy		
	Grand Total		

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company:

A	NUMBER OF EMPLOYEES
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i	Female Employees	M	
ii	Male Employees	M	
iii	Supervisor for Routine inspection	M	
B	HOURS OF WORK		
I	Monday to Friday: 06:30hrs to 12:00hrs-13:00hrs to 16:00hrs	M	
li	Tea Break 10:00hours to 10:15 hours and 14:00hours to 14:15 hours	M	
iii	Lunch: 12:00hours to 13:00hours	M	
C	DUTIES		
1	DAILY CLEANING		
i	All Offices including Conference Room	M	
ii	All Corridors	M	
iii	Steps leading to Department of Disaster Management Affairs	M	
iv	All Toilets	M	
v	The Kitchen	M	
2	WEEKLY CLEANING		
i	Application of furniture polish to office furniture	M	
ii	Remove Cobwebs	M	
iii	Scrubbing of floors and walls	M	
iv	Windows should be thoroughly cleaned	M	
v	All Verandas	M	
3	QUARTERLY (EVERY THREE MONTHS)		
i	Wash the cloth Curtains	M	
ii	Brush / Clean blind curtains	M	
4	THE CLEANING SERVICES PROVIDER WILL ENSURE THE FOLLOWING		
i	Uniform for Workers	M	
ii	Detergents for Toilet cleaning and defuse bad odour	M	
iii	Steps Ladders	M	
iv	Furniture Polish (Mr.Min)	M	
v	Soft and Hard Gloves	M	

vi	Separation of Utensils used in the toilet with those used outside the toilet (buckets,Mops,gloves etc)	M	
vii	Ensure that all other relevant cleaning materials are available	M	
viii	Ensure that all other related welfare issues of their employees are taken care of.	M	
xix	To provide scent balls in all Urinals on Daily basis	M	
X	Prepare daily working schedule	M	
xi	Ensure that minimum wage rate is adhered to	M	

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Statement of Requirements (List of Service and Related Goods) and Compliance Sheet

Column b states the minimum requirement of the goods/service(s) to be provided. Column c indicates whether the requirement is a “Mandatory” by use of the letter “M”. Any requirement without an “M” in column c is considered non-mandatory and subject to a reasonable variation in specification or performance to be assessed during evaluation in accordance with Section 3.

The Bidder is to complete column d and to state whether the offered goods/services(s) “comply” or do “not comply” giving details of the areas of non-compliance.

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance to Requirements
a	b	c	d
1	Provision of cleaning services to THE DEPARTMENT OF DISASTER MANAGEMENT AFFAIRS for a period of one (1) year (12 months)	M	
2	Cleaning services shall not distract Office Business in any way	M	
3	Time of work shall be from 06:30 am to 4:30pmdaily	M	

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance to Requirements
	including any emergency as the case may be.		
4	Mopping the floors, Cleaning walls and cobwebbing	<i>M</i>	
5	Damp Dusting of Lockers, Walls and stairway rails	<i>M</i>	
6	Emptying waste paper bins when $\frac{3}{4}$ full to designated areas	<i>M</i>	
7	Cleaning of Toilets two times a day (to be strictly observed.	<i>M</i>	
8	The firm shall provide its own cleaning materials i.e: Disinfectants, Detergents and equipment	<i>M</i>	

RESPONSIBILITIES OF THE CLIENT (DEPARTMENT OF DISASTER MANAGEMENT AFFAIRS)

The Department shall ensure to provide:

- Access to all premises under this contract
- Advise on the type of disinfectants, detergents and all equipment to be used under this contract.
- An officer who shall be the contract manager to ensure that all tasks under this contract are performed satisfactorily.

RESPONSIBILITIES OF THE FIRM

It is the responsibility of the firm to:

- Provide own appropriate detergents, disinfectants for use under this contract
- Reporting to the client all maintenance needs i.e: water leakage, toilet blockage.
- To provide 5 (five) personnel in total
Number of 4 (four) cleaners and 1 (one) Supervisor