



RESERVE BANK OF MALAWI
REQUEST FOR QUOTATIONS (FOR WORKS/SERVICE)

Procurement Number: MZADMN/67621/2026.

To: Bidders

Date: 20/02/2026

The Reserve Bank of Malawi (the Bank) invites you to submit your quotation for the listed items Section C of this document.

Partial Quotation may be rejected.

SECTION A: QUOTATION REQUIREMENTS:

- 1) **Description of Service: Maintenance works at Reserve Bank of Malawi, Mzuzu Branch.**
- 2) The delivery period required isDays from date of order.
- 3) Quotations must be valid for **30 days** from the date for receipt given below.
- 4) The warranty/guarantee offered shall be:
- 5) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above and indicate your acceptance of the terms and conditions.
- 6) Site Inspection is scheduled for **27 February 2026 from 09:00 Hours at Mzuzu Branch**
- 7) A margin of preference of 20% shall be applied to indigenous black Malawians. Indigenous black Malawians business owners are required to attach to their quotations coloured copies of their Malawian National Identity card.
- 8) Quotations must be sealed and sent to the following address by **Friday 06 March by 16:00 pm.**

Procurement Coordinator

Reserve Bank of Malawi,

P.O BOX 985, Katoto 2,

Mzuzu

Phone No's- + 265 311 399 or

+ 265 999744396.

- 9) The attached Schedule of Requirements at Section C, details the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B and C.

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 item or by total through the issue of a Local Purchase Order.

Name: Getrude Moses (Procurement Coordinator)

Signed:  Date: 20/02/2026

SECTION C: SCHEDULE OF REQUIREMENTS (TO BE COMPLETED BY BIDDERS)

Item no.	Description of SERVICE (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered unit price: Kwacha	Delivered Total price: Kwacha
1	REPLASTER AND PAINT DAMAGED PANELS OF THE MZUZU BRANCH PERIMETER FENCE (INTERIOR), UNDERTAKE WATER PROOFING TO PRONE PANELS AND PAINT ALL GRILLS (REFER TO TERMS OF REFERENCES (TORs) BELOW).	EACH	1		
2	UNDERTAKE ROAD AND GENERAL CARPARK MARKING (INCLUDING ROAD SIGNS), REPAIR AND PAINT CANOPY POLES AT THE EXECUTIVE CARPARK.	EACH	1		
	Sub Total				
	+ Vat (17.5%)				
	Grand Total				

TERMS OF REFERENCE FOR PAINTING OF MZUZU BRANCH BRICK FENCE**1.0 INTRODUCTION**

Reserve Bank of Malawi, Mzuzu Branch, (the Bank) intends to carry out maintenance works to improve the outlook of its premises. These works involve removing damaged plaster and replaster, repainting the perimeter fence, metal grills and waterproofing the walls where soil is above Damp-Proof Course (DPC) for inside walls only. The repainting will protect the fence from corrosion and restore its aesthetic appeal.

2.0 OBJECTIVES

- To restore and preserve the perimeter fence by applying Plascon Water paint.
- To improve the appearance of the Bank's premises in line with corporate standards.
- To improve security at the Bank.

3.0 SCOPE OF WORK

The selected contractor shall be required to perform, but not be limited to, the following services:

1. Inspect and prepare the perimeter fence for painting, including cleaning and surface treatment (scraping, sanding & plastering of cracks where necessary).
2. Apply two coats of durable, weather resistant paint of approved colour and quality.
3. Supply all labour, materials, tools and equipment required for painting works.
4. Supply and install water proofing materials to all panels that are prone to water (where soil is above DPC).
5. Dispose of waste materials responsibly and restore the site to a clean condition upon completion.

4.0 EXPECTED DELIVERABLES

The contractor shall deliver the following:

- A freshly painted perimeter fence with uniform finish and long-lasting protection.
- Maintaining the plaster on damaged areas.
- Contractor's completion report, including details of materials used and recommendations for future maintenance.

5.0 MINIMUM QUALIFICATION REQUIREMENTS FOR BIDDERS

1. The contractor should be registered with National Construction Industry Council (NCIC) in the K500 Million category.
2. The contractor should be registered for tax and should be ready to produce documentation of tax compliance with Malawi Revenue Authority (MRA).
3. The Contractors should have supported documentation from MRA if they do not subscribe to EFD Machine Receipt System. This will be required for processing payments.
4. The Contractor should present and documentation on tax exemption during submission of their bid document.
5. The Contractor should have at least five years' experience and must have done works of a similar nature elsewhere. The contractor should submit at least three names and addresses of traceable clients where the contractor rendered similar services.
6. The Contractor should submit works schedule before commencement of the works and a list of names proposed to undertake this assignment for security clearance.
7. All workers assigned on this project should have proper personal protective equipment (PPEs) clothing with clear company name labels.
8. Pre-bid inspection of these works is mandatory.
9. Quotations should be submitted in sealed envelopes.

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

BENEFICIAL OWNERSHIP DISCLOSURE FORM

Date:

Procurement Reference No.:

Page Number: of pages.

To:

In response to the invitation for bid dated [insert date of invitation for bid] we hereby submit beneficial ownership information: [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)
[include			

full name (last, middle, first), nationality, country of residence, telephone number(s), email address, postal and physical addresses]			
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OR

(ii) We declare that there is no Beneficial Owner who has not been disclosed 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.

OR

(iii) We declare that we are unable to entify 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]

7. directly or indirectly holding 5% or more of the shares
8. directly or indirectly holding 5% or more of the voting rights
9. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder]"
10. 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;
11. has a significant stake in a company and on whose behalf activity of a company is conducted; or
12. 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: [insert complete name of the Bidder] ¹

Name of the person duly authorized to sign the Bid on behalf of the Bidder: [insert complete name of person duly authorized to sign the Bid] ²

Title of the person signing the Bid: [insert complete title of the person signing the Bid]

Signature of the person named above: _____

Date signed [.....] day of [.....]

- 1. In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a joint venture, each reference to "Bidder" in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.**
- 2. Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.**

Name of the Bidder: [insert complete name of the Bidder] ¹

Name of the person duly authorized to sign the Bid on behalf of the Bidder: [insert complete name of person duly authorized to sign the Bid] ²

Title of the person signing the Bid: [insert complete title of the person signing the Bid]

Signature of the person named above: _____

Date signed [.....] day of [.....]

- 1. In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a joint venture, each reference to "Bidder" in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.*
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