



REQUEST FOR QUOTATIONS (FOR WORKS)

Procurement Number : MPS /DEVT/24/25/11

To:

..... Date: 30th NOVEMBER, 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: MAINTANACE OF MAULA 5 STAFF HOUSES**
- 2) Works are to commence by: *[7 Days]* from the date of order.
- 3) Works to be completed by: *[90 Days]* from the date of order.
- 4) Quotations must be valid for *[60 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: *[10:00am]* on **Friday 6th December, 2024**.
- 7) Quotations must be returned to: *The Chairperson, Internal procurement and Disposal of Assets Committee at Malawi Prison Services, P/Bag A28, Lilongwe*. The attached Activity Schedule for Rates and Prices contracts 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.

Application of Domestic Preference

- 9) *The Procuring Entity shall grant a **Twenty percent (20%) margin of preference to Indigenous Black Malawians on this Tender**. Bidders to be considered for this margin of Preference shall be required to prove their business ownership by attaching to their bids **coloured copies of their Malawi National Identity Cards**.*

Signed:Date:

Name **TIMOTHY EPULANI** Title/Position: **Procurement Officer**



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For and on behalf of the Procuring Entity

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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) Attach the following documents:
 - (i) A copy of a trading Licence
 - (ii) A copy of PPDA Certificate
 - (iii) Minimum 200 million NCIC category- Building
 - (iv) A copy of Annual Tax Clearance Certificate
 - (v) A list of **4 recent** Government contracts performed with Evidence of Completion certificates and their payment Vouchers.
 - (vi) Average Annual Volume of Construction Work over the past 4 Financial Years (**2020/2021, 2021/2022, 2022/2023, 2023/2024**) of at least Thirty Million Malawi Kwacha (**K150,000,000.00**)
 - (vii) Environmental Management and Safety Plan (Include mitigation measures for injuries and accidents, poor waste disposal, HIV & AIDS and the STIs, Gender Based Violence (GBV), Dust emission and Nuisance from noise)

In addition to the original of the bid, the number of copies is: **One**.

Schedule of Key Personnel

No: 1. Site Agent	Diploma in either Civil Engineering, Quantity Surveying, Architecture or Construction Technology with at least 5 years relevant experience in similar work
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No: 1. Foreman	Minimum Foremanship Certificate from the Ministry of Transport & Public Works OR National Construction Industry Council (NCIC) OR City & Guilds' grade 1, Grade 1 Trade Test (Brick laying/ Carpentry and Joinery) Certificate with at least 3 years relevant experience in similar work.
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BENEFICIAL OWNERSHIP DISCLOSURE FORM



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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 a joint venture, the Bidder must submit a separate Form for each member of the Joint Venture. The beneficial ownership information to be submitted in this Form shall be current as at 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.*

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BENEFICIAL OWNERSHIP DISCLOSURE FORM

Date: **[insert date]**

Procurement Reference No.: **[insert procurement reference number]**

Page **[insert page number]** of **[insert total number of pages]** pages.

To: **[insert complete name of Procuring and Disposing Entity]**

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

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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]			

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

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(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]

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 [insert **ordinal number**] day of [insert **month**], [insert **year**]

- 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:

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.

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

.....

Registered Address:

.....

.....

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.

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

MAINTENCE OF 5 STAFF HOUSES AT LILONGWE PRISON

MAINTENCE OF STAFF HOUSES AT LILONGWE PRISON

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

MAINTENCE OF STAFF HOUSES AT LILONGWE PRISON

ITEM	<u>DEMOLITION AND ALTERATIONS</u>	QTY	UNIT	RATE	K
	<u>DEMOLITIONS AND ALTERATIONS</u>				

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	<p>Special Preamble. All materials arising from the demolition work shall become the property of the employer. All ddemolitions and alterations shall be carefully be carried out i.e causing as little disturbance as possible to surrounding construction or finish and for a subsequent clearing away upon completion.</p> <p>Shoring, needling, strutting etc</p> <p>Allow for supplying and erecting all additional necessary shoring, needling, strutting etc that may be required to ensure the stability of the building with suitable and substantial timber and other necessary materials and taking down and removing when directed</p> <p>Temporary Screens</p> <p>Allow for supplying and erecting any additional temporary tarpaulins, dust or weatherproof screens and barriers that may be necessary throughout the progress of the works and taking down and removing when directed</p> <p>Water to Prevent Dust Nuisance</p> <p>Allow for watering the works from time to time as necessary to prevent any nuisance from dust</p>	<p>1</p> <p>1</p> <p>1</p>	<p>Item</p> <p>Item</p> <p>Item</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	
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	Measuring Note				-
D	Generally all items to be removed are fixed to brickwork and/or concrete and rates shall include making good to surrounding finishes whether specifically mentioned or not	1	Item		-
	<u>Carefully remove, dismantle the following into sections as required and handover to the architect/ Supervising officer</u>				-
A	Carefully remove existing door frames and Doors	30	No		-
B	Carefully remove existing windows and galzing	6	No		-
C	Carefully demolish existingg 230mm brickwall	67	m2		-
D	Carefully demolish existing lintels	6	No		-

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E	Carefully Remove Existing Roof and hand over to client	216	m2		-
F	Carefully Remove Existing Timber truss and handover to client	91	m		-
G	Carefully remove existing steps ad dispose off sife	18	No		-
H	Disconnection of Escom Meter	6	No		-
To Collection					K -

Maula Prison Addendum 1

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ITEM	<u>STEPS</u>	QTY	UNIT	RATE	K
	Excavations				

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A	Excavate from natural/reduced ground level for trenches, 0 to 1500mm deep	50	m3	-	-
B	Ditto for hardrock	1	m3	-	-
C	Load and transport surplus excavated material to a tip to be provided by the Contractor	22	m3	-	-
	Filling				
D	Selected excavated material to make up levels	28	m3	-	-
D	Fill to make up levels	1700	m3	-	-
	Ant treatment				
E	Ant repellent solution applied over the area of the building including tops of foundation walls.	11	m2	-	-

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	Sundries				-
F	0.127 mm Polythene damp-proof membrane laid under slab on hard-core (measured net; no allowance made for laps).	11	m2	-	-
	Concretework				-
	<u>Plain in-situ concrete (Class 15/40mm) in</u>				-
G	footings	8	m3	-	-
	Brickwork				-
	Loadbearing Common bricks jointed in cement mortar (1:4)				-
H	Mass blockwork	9	m3		-

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I	<u>Cement and sand (1:4) screed finished with a steel trowel</u> 15mm Thick to concrete slab	42	m2	-	-
To Collection					K -

Maula Prison Addendum 1

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ITEM	<u>FENCE</u>	QTY	UNIT	RATE	K
A	<u>EXCAVATION</u> <u>Excavation/Filling (Provisional)</u> Excavate trench for strip footings 0 to 1500mm deep	79	M ³	-	-

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B	Selected earth filling, deposited, spread and compact in 150mm layers around foundations	45	M ³	-
	<u>Rock excavation (Provisional)</u>			
C	Extra over excavation for excavating in rock	6	M ³	-
	<u>Disposal (Provisional)</u>			
D	Surplus excavated material from excavations, transported a distance average 100 linear metres from excavations in spoil heaps on site	34	M ³	-
	<u>Damp proof Course</u>			
E	230 Microns polythene damp proof membrane with welted joints, lapped			
	150mm at joints and laid on blinded hardcore	26	m	-
	<u>Ant treatment</u>			
F	Saturate surface of hardcore and top of block walls with approved ant repellent	26	m	-
	<u>CONCRETE WORK</u>			

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		<u>Plain in-situ concrete (Class 14N/mm2/40mm)</u>			
G	Strip footings		12	M ³	-
		<u>Brickwork</u>			-
		-			
		<u>Common Burnt Bricks in cement mortar (1:4)</u>			
		-			
H	230mm thick wall in stretcher bond reinforced with one layer of 'brickforce" reinforcement every fourth course		250	M ²	-
		<u>PLASTERWORK</u>			
		<u>15mm Rendering (1:4) cement and sand finished with a wood float</u>			
I	Block /concrete walls		500	M ²	-
		<u>PAINTING AND DECORATING</u>			
		<u>Prepare and apply two coats of black bituminous paint on</u>			
J	Rendered walls		75	M ²	-

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	<u>Prepare and apply One Undercoat and two coats external quality PVA Paint</u>				
K	Rendered walls	306	M ²		-
	<u>Concrete works</u>				
	<u>Reinforced vibrated in-situ concrete (Class 25N/mm²/20mm)</u>				
L	Coping Including Screed to finish	2	M ³		-
	Formwork				
M	Sides and soffit of Concrete coping	15	M ²		-
	<u>METALS WORKS</u>				
N	Install a pedestrian steel door, with frame and all accessories	10	No		-
To Summary					K -

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<u>SUMMARY</u>				-	-
A	DEMOLITION AND ALTERATION			-	-
B	STEPS			-	-
C	FENCE			-	-
D	STORMWATER DRAIN AND PAVING SLAB			-	-
<u>SUMMARY FOR ALL ITEMS (MK)</u>					
	Add 16.5% VAT	16.50%	%		
	Add 1% PPDA	0.01	%		
	Add 1 NCIC LEVEY	0.01	%		
Total Collection					

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BILL NO.1					
A	<u>PRELIMINARY & GENERAL</u>				
NO	Item Description	Unit	BQ Qty	Rate(MK)	BQ Amount
	Safeguarding works materials and plants				
1	Provision of all necessary watching and lighting, and take general security measures to safeguard the works materials and plants against damage and theft	Item	1		-
	Notice Board:				
2	Provide, erecting, painting letters as required and maintaining in a position approved.	Item	1		-
	General				
3	Provision of contingencies is given as a provisional sum on the summary page of these Bills of Quantities and shall be expended in whole or in part by the Architect/Supervising officer without loss or profit thereon to the contractor.				
	Social Aspects				
	Allow the following provisional sums for the contractor's adherence to social (Contractor's Risks) and safety				

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4	Provisional sum for temporary toilets for work people and to be kept in sanitary conditions at all times.	N/A	N/A		
5	Provisional sum for protective clothing gloves, goggles' masks, footwear and headgear where appropriate.	Item	1		-
					-
6	Provisional sum for first aid kit on site	Item	1		-
7	Provisional sum for Environment and Social Safeguards	Item	1		-
	Demolition Works				
1	Safely demolish existing chimneys, transport the demolished materials to a linear distance not more than 100m as advised by the Project Manager	Item	1		-
	Safeguarding works materials and plants				
2	Provision of all necessary watching and lighting ,and take general security measures to safeguard the works materials and plants against damage and theft	Item	1		-
	Notice Board:				
3	Provide, erecting, painting letters as required and maintain in a position approved by the Project Manager.	Item	1		-
	General				

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	Provision of contingencies is given as a provisional sum on the summary page of these Bills of Quantities and shall be expended in whole or in part by the Architect/Supervising officer without loss or profit thereon to the contractor.				
	Social Aspects				
	Allow the following provisional sums for the contractor's adherence to social (Contractor's Risks) and safety				
4	Provisional sum for toilet for work people and to be kept in sanitary conditions at all times.	Item	1		-
5	Provisional sum for protective clothing gloves, goggles' masks, footwear and headgear where appropriate.	Item	1		-
6	Provisional sum for first aid kit on site	Item	1		-
	To Collection(MK)				-
B	SUBSTRUCTURE				
	<u>EXCAVATION (Provisional)</u>				
1	Excavate trench from reduced level for strip footings,0 to 1500mm deep	m ³	36		-

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	<u>FILLING (Provisional)</u>				
2	Selected earth filling, deposited, spread and compacted in 150mm layers around foundations	m ³	66.66666667		-
	<u>ROCK EXCAVATION (Provisional)</u>				
3	<u>Extra over</u> all types of excavation for excavating in Rock	m ³	1.666666667		-
	<u>DISPOSAL (Provisional)</u>				
4	Surplus excavated material from excavations,transported a distance average 250linear metres from excavations,deposit,spread and level where directed on site	m ³	6		-
	<u>HARDCORE FILLING TO PASS A 50MM RING ALL WAYS</u>				
5	200 mm Thick (Consolidated) filling well compacted and rolled	m ²	35		-
	<u>SAND BLINDING</u>				
6	50mm Bed of sand on hard core rolled to receive damp-proof membrane	m ²	35		-
	<u>DAMP PROOF MEMBRANE</u>				
7	125 Microns (500 gauge) polythene membrane, lapped 150mm at joints and laid on blinded hardcore	m ²	35		-
	<u>ANT TREATMENT</u>				

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8	Saturate surfaces of hard core and top of block walls with approved repellent	m ²	35		-
	<u>SUNDRIES</u>				
9	Allow for keeping excavations free from water		Item		
10	Allow for planking and strutting to sides of excavations		Item		
	<u>CONCRETE WORK</u>				
	<u>PLAIN IN-SITU CONCRETE (CLASS 14/MM2/40MM)</u>				
11	Strip footings	m ³	8		-
	<u>PLAIN IN-SITU CONCRETE (CLASS 21N/MM2 20MM)</u>				
12	100 mm Thick horizontal bed, laid on damp-proof membrane (measured separately), in bays generally 25 square metres, including formwork to construction joints	m ³	10		-
	<u>STEEL FABRIC REINFORCEMENT</u>				
13	Steel fabric reinforcement to B.S.4483 reference A98 weighing 1.54 Kg per square metre embedded in concrete slab (measured net, no allowance made for laps)	m ²	35		-
	<u>SAWN FORMWORK</u>				
14	Edge of slab, 75 to 150 mm wide	M	22		-
	<u>BLOCKWORK (Provisional)</u>				
	<u>PRECAST HOLLOW CEMENT AND SAND BLOCKS IN CEMENT MORTAR (1:4) FILLED SOLID WITH CONCRETE (GRADE 15/40)</u>				

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15	200 mm Thick walls	m2	30		-
	<u>Common Burnt Bricks in cement mortar (1:4)</u>				
	-				
I	230mm thick brick wall in stretcher bond reinforced with one layer of				
	'brickforce" reinforcement every fourth course	m2	56		-
	<u>ONE COAT EXTERNAL PLASTER (1:4) FINISHED</u>				
	<u>WITH A WOOD FLOAT ON THE FOLLOWING</u>				
16	Block walls (Provisional)	m2	71		-
	<u>PREPARE AND APPLY TWO COATS OF BLACK</u>				
	<u>BITUMINOUS PAINT ON THE FOLLOWING</u>				
17	Plastered walls (Provisional)	m2	71		-
	Total Collection(MK)				-
C	ROOF	Unit	Qty		
	<u>'CHROMADEK' CLADDING</u>				
1	0.55 mm (24 Gauge) 'Chromadek' IBR factory painted green profile				
	prefinished steel cladding, laid with one flute side laps				
	and 300 mm minimum end laps, fixed to timber				
	purlins with and including 75 mm long drive screws				
	(purlins generally at 1200 mm centres) and side laps				
	with 6 x 25 mm sheet bolts at 600 mm centres. All				
	to be complete with bitumen and flat galvanised steel				

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	Washers	m ²	60		-
	<u>FLASHINGS</u>				
	Flashings shall be 0.55 mm (24 gauge) 'Chromadek'				
	steel sheet bent to required shape, fixed as required and				
	shall include all labours, nails, clips, wages and laps and				
	joints in the running length				
2	Ridge flashing, 450 mm girth, once bent, fixed to timber	M	0		
3	Serrated ridge closer piece, fixed to timber	M	0		
	<u>CARPENTRY</u>				
	<u>THE FOLLOWING IN KILN-DRIED PRESSURE</u>				
	<u>IMPREGNATED PRESERVATIVE TREATED</u>				
	<u>SAWN SOFTWOOD</u>				
4	50 x 75 mm Purlins	M	0		
5	50 x 75 mm Strut	M	0		
6	50 x 100 mm wall plate	M	53		-
7	50 x 150 mm Rafter	M	0		
8	50 x 150 mm Ceiling joist	M	43.66666667		-
9	25 x 225mm Timber Fascia/barge board	M	0		
10	Bore 50 mm maximum timber for 12mm diameter bolt	No	0		
	<u>METALWORK</u>				
11	3 x 50 x 950 mm long galvanised hoop iron strap,				
	twice drilled and spiked to timber and cast into				
	Concrete	No	9.333333333		-
12	12 mm Diameter x 130 mm long mild steel bolt,				
	complete with nut washer	No	0		

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13	6 mm Thick single-sided toothed timber connector				
	Plate	No	9.333333333		-
	<u>PAINTING AND DECORATION</u>				
	<u>PREPARE AND APPLY THREE COATS OF</u>				
	<u>GLOSS PAINT ON THE FOLLOWING</u>				
14	Timber fascia board	m	0		
	Total Collection(MK)				
D	EXTERNAL & INTERNAL WALLS				
	<u>CONCRETE WORK</u>				
	<u>REINFORCED VIBRATED CONCRETE MIX</u>				
	1:02:04				
	<u>GRADE 21N/MM2/20MM AGGREGATE</u>				
1	Ring beam	m ³	1		-
	<u>REINFORCEMENT</u>				
	<u>MILD STEEL BAR REINFORCEMENT</u>				
2	6 mm Bars (Provisional)	Kg	18.66666667		-
	<u>HIGH YIELD DEFORMED STEEL BAR</u>				
	<u>REINFORCEMENT</u>				
3	12 mm Bars (Provisional)	Kg	72.33333333		-
	<u>SAWN FORMWORK</u>				
4	Sides and soffit of beam	m ²	15.33333333		-
	<u>BLOCKWORK</u>				
	<u>PRECAST HOLLOW CEMENT AND SAND</u>				
	<u>BLOCKS IN CEMENT MORTAR (1:4) FILLED</u>				
	<u>SOLID WITH CONCRETE (GRADE 15/40)</u>				

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5	200 mm Walls	m ²	95		-
6	140 x 300 mm Block wall laid in soldier bond, in one course laid on floor slab (measured separately)	M	0		
7	<u>Extra over</u> 200 mm walls for building to a fair face and Pointing	m ²	20		-
8	Beam filling, 300 mm (average) high splay cut	M	10		-
	<u>SUNDRIES</u>				
9	Hole size 150 x 225 mm through 140 mm block wall for air brick (measured separately) including forming rough arch over and plastering around internally in cement mortar (1:4) and make good	No	0		
10	150 x 225 mm Precast cement and sand (1:4) air brick with insect gauze at back and build and make good (forming opening measured separately)	No	0		
	<u>DAMP PROOF COURSE</u>				
11	3 Ply 'Malthoid' damp proof course, 200 mm wide, laid under blockwork	M	22		-
	Total Collection (MK)				
E	WINDOWS AND DOORS				
	<u>CONCRETE WORK</u>				
	<u>PRECAST VIBRATED CONCRETE (CLASS 21 N/MM2/10MM), BEDDED, JOINTED AND POINTED IN CEMENT MORTAR (1:3)</u>				
1	65x 200 x 100 mm Long sill, splay rebated and grooved, finished fair on all exposed surfaces and built into blockwork	No	2		-

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	<u>METALWORK</u>				
	<u>WINDOW FRAMES</u>				
	<u>MILD STEEL HORIZONTAL BAR WINDOWS</u>				
	<u>WITH LUGS WELDED, ALL OPENING LIGHTS</u>				
	<u>COMPLETE WITH IRONMONGERY,</u>				
	<u>INCLUDING PROJECTING HINGES AND</u>				
	<u>WHOLE TO BE TREATED AT WORKS WITH</u>				
	<u>ONE COAT RED OXIDE PRIMER, BUILT INTO</u>				
	<u>BLOCKWORK</u>				
2	Window type W2, 654 x 1000 mm, ditto	No			-
3	Window type W3, 654 x 500 mm, ditto	No	0		
	Window type W3, 1500 x 1000 mm, ditto	No	2		-
	<u>GLAZING</u>				
	<u>CLEAR FLOAT GLASS AND GLAZING TO</u>				
	<u>METAL WITH MASTIC PUTTY</u>				
5	4 mm in panes 0.10 to 0.50 m2	m ²	3		-
	<u>OBSCURE GLASS AND GLAZING TO METAL</u>				
	<u>WITH MASTIC PUTTY</u>				
6	4 mm in panes, 0.10 to 0.50 m2 obscured	m ²	0		
	<u>PREPARE, PRIME AND APPLY ONE</u>				
	<u>UNDERCOAT AND TWO FINISHING COATS</u>				
	<u>OF FULL GLOSS ENAMEL ON</u>				
7	Metal glazed windows	m ²	3		-
	<u>PREPARE AND APPLY THREE COATS WOOD-</u>				
	<u>GUARD DOUBLE LIFE VARNISH ON THE</u>				

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	<u>FOLLOWING WOODWORK</u>				
8	General surfaces (pelmet)	m ²	3		-
	<u>DOORS</u>				
	<u>FLUSH PANEL DOORS SHALL BE 45MM</u>				
	<u>FINISHED THICKNESS, FACED BOTH</u>				
	<u>SIDES WITH PLYWOOD (AS DESCRIBED)</u>				
	<u>AND LIPPED ALL ROUND WITH 25 X 45MM</u>				
	<u>STRIP</u>				
7	813 x 2032 mm High semi-solid core door, faced both sides with commercial plywood	No	2		-
8	820 x 2100mm high door FLB	No	3		-
	900 x 2100mm high door hardwood doors	No	2		-
	<u>METALWORK</u>				
	<u>DOOR FRAMES</u>				
	<u>STANDARD REBATED PRESSED STEEL</u>				
	<u>DOOR FRAMES</u>				
	Rates shall include for lugs welded to back, building into blockwork and filling cavity with cement and sand (1:3)				
	Prior to delivery on site, the whole to be treated at works with one coat red oxide				
9	Door frame, size 813 x 2032 mm overall, suitable for 140 mm wall, complete with one and half pairs of Butts	No	7		-
	<u>GLAZING</u>				

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	<u>CLEAR SHEET GLASS</u>				
10	4 mm Glass, fixed to timber with mastic putty and beads in panes, 0.10 to 0.50 m2	m ²	0		
11	4 mm Glass, fixed to metal with neoprene strips and springs, in panes, 0.10 to 0.50 m2				
	<u>IRONMONGERY</u>				
	Unless otherwise stated, fixing is to timber				
12	"Union CZ682-24-52CH" 3 Lever lockset and furniture set	No	7		-
13	"Union AL8730" Rubber door stop, fixed to floor		7		
	Screed	No	7		-
14	"Union ref. AL8052-150AS" flush bolt	No	7		-
15	"Union ref. L 2979 PL" mortice conversion set	No	0		
	<u>PAINTING AND DECORATING</u>				
	<u>PREPARE, KNOT, PRIME, STOP AND APPLY</u>				
	<u>ONE UNDERCOAT AND TWO FINISHING</u>				
	<u>COATS OF GLOSS PAINT ON</u>				
16	Flush doors	m ²	16.33333333		-
17	Ditto, with view panel (measured overall)	m ²	0		
	<u>PREPARE, AND APPLY TWO COATS</u>				
	<u>POLYURETHANE VARNISH ON</u>				
18	Timber general surface	m ²	40.66666667		-
	<u>PREPARE, AND APPLY ONE UNDERCOAT</u>				
	<u>AND TWO FINISHING COATS OF GLOSS</u>				
	<u>PAINT ON PRE-PRIMED METALWORK</u>				
19	Door frames, 200 - 300 mm girth	M	40.66666667		-

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	Total Collection(MK)				-
G	WALL & FLOOR FINISHES				
	<u>PLASTERWORK</u>				
	<u>CEMENT AND SAND (1:3) SCREED FINISHED</u>				
	<u>WITH A STEEL TROWEL</u>				
1	25 mm Thick to concrete slab	m ²	35		-
2	12 x 100 mm High skirting with small cove at bottom and "V" joint to junction of rendering	M	78		-
	<u>PREPARE AND APPLY ONE UNDERCOAT AND</u>				
	<u>TWO FLOORCOTE ENAMEL RED FINISHING</u>				
	<u>COATS ON THE FOLLOWING</u>				
3	Plastered walls exceeding 100 mm and not exceeding 200 mm girth	M	78		-
	WALL FINISHES				
	<u>ONE COAT PLASTER (1:4) FINISHED WITH A</u>				
	<u>FINAL COAT OF LIME PUTTY, STEEL</u>				
	<u>TROWELLED ON THE FOLLOWING</u>				
1	Block/concrete walls	m ²	100		-
2	Ditto in narrow widths	m ²	25		-
	-				
	<u>PREPARE AND APPLY UNDERCOAT AND TWO</u>				
	<u>COATS OF WASH "N' WEAR SILK PAINT ON</u>				
	<u>THE FOLLOWING</u>				
3	Plastered walls	m ²	100		-
	<u>PREPARE AND APPLY TWO COATS OF</u>				

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	<u>ACRYLIC BRICK SEALER ON</u>				
5	Fair faced block walls	m ²	62		-
	Total Collection(MK)				-
	WATER,PLUMBING WORKS,SANITARY FITTINGS & INSTALLTION(PROVISION)				
	Add provision sum of (K1,800,000.00) Two Million Kwacha Provision sum of Water, Plumbing works, Sanitary fittings and installation	Item	1		-
	Total Collection(MK)				-
	ELECTRICAL INSTALLATION(PROVISION)				
	Add a provisional sum of K700,000.00(Seven Hundred Thousand Kwacha for Electrical Works	Item	1		-
	Total Collection(MK)				-
	SUMMARY OF BILLS				
A	PRELIMINARY & GENERAL				-
B	SUB-STRUCTURE				-
C	ROOF				-
D	EXTERNAL WALL				-
E	DOORS & WINDOWS				-
F	WALL & FLOOR FINISHES				-
H	SANITARY FITTINGS & INSTALLATION				-
I	ELECTRICITY				-

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	SUMMARY FOR ALL ITEMS (MK)				-
	Add 16.5% VAT	16.50%	%		-
	Add 1% PPDA	0.01	%		-
	Add 1 NCIC LEVEY	0.01	%		-
	Add 10% Contingency	10%	%		-
	Total Collection				-
	GRAND -TOTAL(MK)				-

The following attachments are appended to clarify the Description of Work: **Drawings**
 [List each attachment e.g. drawings and detailed technical specifications]

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

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Authorised for and on behalf of:

Company: _____