



Malawi Posts Corporation Request for Quotations (for Works)

Procurement Reference Number: MPC/WORKS/25/11/Lot2

To:

.....

.....Date: 26 November 2025

The Procuring and Disposing 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 except where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS

1) Description of Works and Location

Supply and Installation of Chichiri Post office Steel Cage .

- 2) Works are to commence within: 14 days** from the date of order.
- 3) Works to be completed within: 90 days** from the date of order.
- 4) Quotations must be valid for 30 days** from the deadline for submission.
- 5) Quotations and supporting documents as specified in Section C 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 2: 00 PM on 1st December, 2025.**
- 7) Quotations must be returned to the Chairperson of IPDC: Malawi Posts Corporation. P.O Box 602, Blantyre. For more information contact: The Procurement Manager on 0999351362**
- 8) The attached Activity Schedule (for lump sum contracts) or Schedule of Rates and Prices (for contracts where payment is based on unit prices) at Section D details the works 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 works including all taxes and duties. The whole cost of**

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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.

- 9) Payment to the contractor shall be made within **30 days** from the date of receipt of invoice.

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

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation:
- 2) Works will commence within **[insert number]** [days/weeks/months] from date of Purchase Order.
- 3) Works will be completed within **[insert number]** [days/weeks/months] from date of Purchase Order.
- 4) Validity period of this quotation is **[insert number]** [days/weeks/months] from the date for receipt of Quotations.
- 5) We attach the following documents:
 - (a) Section D or E of the Request for Quotations completed and signed;
 - (b) A copy of our Trading Licence;
 - (c) A copy of our Annual Tax Clearance Certificate (for last financial year);
 - (d) A list of recent Government contracts performed;
 - (e) A copy of NCIC Certificate;
 - (f) A copy of MSME Certificate; and
 - (g) Environmental Management and safety plan
 - (h) A copy of PPDA certificate
 - (i) Schedule of personnel
- 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 officials do not engage in corrupt, fraudulent and/or uncompetitive practices whenever participating in procurement proceedings.



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Authorised By: *[to be completed by someone who has the power of attorney for the bidder]*

Signature _____ Name: _____
:

Position: _____ Date: _____

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(DD/MM/YY)

Authorised for and on behalf of (Company name):

Company: _____
y:

Registered Address:

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If any additional documentation is attached to your quotation, a signature and authorisation at Section C and D 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 C and D, the quotation may be rejected.

SECTION C: ACTIVITY SCHEDULE (TO BE PRICED BY BIDDER)

For Lump Sum Contracts

Item No.	Description of Activity	Price in Kwacha
	<i>Supply and Installation of Chichiri post office steel Cage</i>	
	Sub-Total	
	VAT 16.5%	
	NCIC 1%	
	PPDA Levy (1%)	
	Total Lump Sum Price	

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

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: Timothy Makwani

Position: Procurement Manager Date: 26th November, 2025

(DD/MM/YY)

Authorised for and on behalf of: MPC

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

For Contracts where Payment is to be based on Quantities of Work actually performed (admeasurement) at the unit rates quoted

Item No.	Description of Work	Unit of Measure	Estimated Quantity	Unit Price in Kwacha	Total Price in Kwacha
	<i>Supply and Installation of Chichiri post office steel Cage</i>	Each	1		
				Sub-Total Estimated Price	
				VAT 16.5%	
				NCIC Levy	
				PPDA Levy 1%	
				Total Contract Price	

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

Authorised By:

Signature: _____ Name: _____
e: _____ :

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

Authorised for and on behalf of:

Company: _____

	PRELIMINARY AND GENERAL ITEMS	
	PROVIDE FOR THE FOLLOWING ITEMS	
1001	Plant and Equipment	
1002	Contractor's supervision	
1003	Safeguarding the works, plant and materials	
1004	Maintenance of roads and footpaths	
1005	Protection of services	
1006	Protection of existing buildings	
1007	Protection of trees and shrubs	
1008	Working within the site	
1009	Notice Board	
1010	Testing of samples	
1011	Water for works	
1012	Lighting and power for the works	
1013	Avoidance of nuisance to the neighbourhood	
1014	Temporary roads	
1015	Temporary buildings	
1016	Instruments for Project Manager	
1017	Temporary telephones	
1018	Temporary screens and boardings	
1019	General scaffolding	
1020	Protecting and cleaning the works	
1021	Removing rubbish	
1022	Insurance / Bond	
1023	Healthy and Safety	
1024	Allow for Architect's or Supervisor's administrative costs	
	K	—
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ITEM	DESCRIPTION	QTY	UNIT	RATE	K	T
A	<u>CAGE</u>	4	No			
	<u>Steelwork</u> Supply and install 2800 x 3750 x 2420 high steel cage comprising of 200mm galvanised steel poles, 50mm mild steel flat bars and diamond steel wire to match the existing cages					
	To Summary					
	SUPPLY AND INSTALLATION OF STEEL CAGES					Page No. 2/1

B	SUMMARY	Page No.		K	T
A	Cage	Page No. 2/1			
	To Main Summary				
	SUPPLY AND INSTALLATION OF STEEL CAGES				Page No. 2/2

SUPPLY AND INSTALLATION OF STEEL CAGES

BILL NO.	MAIN SUMMARY		PAGE NO	NO.	AMOUNT
1	PRELIMINARIES AND GENERAL ITEMS				-
2	CAGE				-
	SUB TOTAL A				-
	CONTINGENCY				
	ADD: For physical or price contingency to be used expended or deducted at the descretion of the Architect / Supervising Officer		5%		-
	SUB TOTAL B				-
	Value Added Tax	VAT	16.50%		-
	NCIC LEVY	LEVY	1%		-
	PPDA LEVY	LEVY	1%		-
	TOTAL CARRIED TO FORM OF TENDER				-