



# LILONGWE CITY COUNCIL

P O BOX 30396  
LILONGWE 3

## REQUEST FOR QUOTATIONS (FOR WORKS)

Procurement Number: LCCR/FA/02/24/GRADING/CITY ROADS

To: .....

..... Date: 14<sup>th</sup> February, 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

**GRADING OF CITY ROADS IN LILONGWE CITY WEST. LOT – 1, LILONGWE CITY CENTRE. LOT – 2, LILONGWE CITY SOUTH EAST. LOT – 3, AND LILONGWE CITY SOUTH WEST. LOT – 4 UNDER ROADS FUND ADMINISTRATION (RFA) PROJECT**

- 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, 23<sup>rd</sup> February, 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

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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 within .....days/weeks/months from date of Purchase Order.
- 3) Works will be completed by .....days/weeks/months from date of Purchase Order
- 4) Validity period of this quotation is .....days 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 2023/2024 Financial year.
  - (iv) A list of recent Government contracts performed
  - (v) Valid National Construction Industry Council (NCIC) Certificate for Civil Works for 2023/2024 Financial Year in Twenty (50) Million category or above
  - (vi) Experience in Three Similar project works as a prime contractor within the past 5years.
  - (vii) Average annual turnover of MK 20 Million for the past 5 years
  - (viii) **Personnel**, Forman with a level 1 Certificate in foremanship offered by NCIC or similar with 5 years experience
  - (ix) No bad record or non-compliance with Lilongwe City Council or Government Offices **(Is a must)**
  - (x) Rate Analysis development.
  - (xi) Proposed program of works
- 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): .....

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**

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**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.**





**CONTRACT NO.**  
**CONTRACTOR NAME: RESHAPING AND ASSOCIATED DRAINAGE WORKS ON SELECTED COMMUNITY ROADS IN LILONGWE**  
**CITY LOT - 3 - LILONGWE CITY SOUTH EAST**

ITEM	DESCRIPTION	UNIT	QTY	RATE MK	AMOUNT MK
<b>1300</b>	<b>CONTRACTOR'S ESTABLISHMENT ON SITE AND GENERAL OBLIGATIONS</b>				
13.01	(a) Fixed obligations	Lump Sum	1.00		-
	(b) Value-related obligations	Lump Sum	1.00		-
	(c) Time-related obligations	month	2.00		-
PS13.04	Construction of Sign Boards	No.	2.00		-
<b>PS13.05</b>	<b>Contractor's Environmental Obligations</b>				
	(a) Fixed Obligations	Lump Sum	1.00		-
	(b) Time-related obligations	Month	2.00		-
<b>PS 13.06</b>	<b>Contractor's Health Obligations</b>				
	(a) Fixed Obligations	Lump Sum	1.00		-
	(b) Time-related obligations	Month	2.00		-
<b>TOTAL SECTION 1300 CARRIED FORWARD TO SUMMARY</b>					-
<b>1500</b>	<b>ACCOMMODATION OF TRAFFIC</b>				
15.03	Temporary traffic control facilities				
	(c) Temporary traffic control sign as specified	No.	6.00		-
<b>TOTAL SECTION 1500 CARRIED TO SUMMARY</b>					-
<b>1700</b>	<b>CLEARING AND GRUBBING</b>				
<b>PS 17.02</b>	<b>Removal and grubbing of trees and tree stumps</b>				
	(a) girth exceeding 1.0 m up to and including 2.0 m	No.	-		-
<b>PS 17.08</b>	<b>Bush clearing</b>				
<b>TOTAL SECTION 1700 CARRIED TO SUMMARY</b>					-
<b>2100</b>	<b>DRAINS</b>				
<b>PS 21.22</b>	<b>Drain clearing</b>				
	(b) Unlined drains				
	(i) < 1000 mm bottom width	m	80.00		-
<b>TOTAL SECTION 2100 CARRIED FORWARD TO SUMMARY</b>					-
<b>2200</b>	<b>PREFABRICATED CULVERTS</b>				
<b>PS 22.31</b>	<b>Culvert Cleaning</b>				
	(a) Pipe Culverts				
	(ii) > 600 mm diameter	m	15.00		-
<b>TOTAL SECTION 2200 CARRIED FORWARD TO SUMMARY</b>					-
<b>3300</b>	<b>EARTHWORKS</b>				
PS 33.17	Reshaping earth road (labour based)	km	3.00		-
<b>TOTAL SECTION 3300 CARRIED FORWARD TO SUMMARY</b>					-
<b>3400</b>	<b>3400: PAVEMENT LAYER OF GRAVEL MATERIAL</b>				
	34.08 Access ramps to adjoining property	No	-		-
<b>TOTAL SECTION 3400 CARRIED FORWARD TO SUMMARY</b>					-
<b>SUMMARY OF SECTIONS</b>					-
<b>SECTIONS DESCRIPTION</b>					
1300	Contractor's Establishment On Site And General Obligations				-
	<b>SECTION TOTAL</b>				-

1500	Accommodation Of Traffic						
1700	Clearing And Grubbing						-
2100	Drainage						-
2200	Prefabricated Culverts						-
3300	Earthworks						-
3400	Pavement layers of gravel material						-
A	SUMMARY OF SECTIONS						-
B	ADD 15% AS CONTINGENCY						-
C	SUB TOTAL 1						-
D	ADD 1% PPDA LEVY ON SUB TOTAL 1						-
E	ADD 1% NCIG LEVY ON SUB TOTAL 1						-
F	ADD 16.5% AS VAT ON SUB TOTAL 1						-
G	TOTAL CARRIED TO FORM OF TENDER (C + D + E + F)						-