

Cable Address: POLGEN
Telephone :01796333
Telefax :44102
Fax : 01797979



In reply please quote: PU/C/ADM/2
MALAWI POLICE HEADQUARTERS,
PRIVATE BAG 305,
CAPITAL CITY,
LILONGWE 3
MALAWI

REQUEST FOR QUOTATIONS (FOR WORKS)

Procurement Number: MPS/IPDC/26/08/2026/LB/E/M

To: ALL BIDDERS

.....
.....

DATE: 31/08/2026

The Procuring Entity named above invites you to submit your quotation for carrying out the works 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:

Description of Works and Location: **Electrical maintenance at Limbe Police Station in Blantyre**

- 1) Quotation prices should be based on: **Malawi kwacha**
- 2) Works are to commence by: 7 days from the date site hand over
- 3) Works to be completed by: 28 days from the date of site hand over
- 4) Quotations must be valid for **60 DAYS** from the date for receipt given below.
- 5) Copies of at least 3 contracts of similar in nature and size executed in the past five (5) years
- 6) Defects liability offered shall be: **365 days**
- 7) 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.
- 8) **Bidders must attend the site visit and briefing sessions on Friday 04/09/2026 at 10:30 hours at Limbe Police Station. Failure to attend the site visit and briefing sessions shall lead to disqualification of the bid.**
- 9) **The BOQs shall be issued at the briefing venue stated above.**
- 10) Target group are the Electrical contractors in 100 million categories (Attach CIRA Certificate).
11. Quotations must be received, in sealed envelopes, No later than **10 /09/2026**.
12. Quotations must be returned to:

The Chairperson
IPDC
National Police Headquarters
P/Bag 305
LILONGWE

13.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 work 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 whole cost of performing the works shall be included in the items stated and the cost of any incidental services shall be deemed to be included in the prices quoted. The attached Activity 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 Section B and C.

14.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.

Signed..... Name. S/Supt. Emmanuel J.Chisoma
Tittle/Position: Procurement officer
For, and on behalf of the Purchaser.

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) Delivery period offered:from date of Purchase Order.
- 3) The validity period of this Quotation is: days from the date for receipt of Quotations.
- 4) We attach the following documents:
 - i. Section C of the Request for Quotations completed and signed and stamped.
 - ii. Copy of registration certificate with CIRA**
 - iii. A copy of trading licence/Business Registration Certificate.
 - iv. Copy of VAT Certificate.
 - v. Copy of valid Tax clearance certificate
 - vi. Copy of valid PPDA Certificate.
- 5) We confirm that our quotation is based on 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.
- 6) 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:

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 REQUIREMENTS. (SEE ATTACHMENT)

S/N	ITEM	Description of Works (As attached)	Qty	Deliver ed Unit Price	Delivered Total Price (Kwacha)
1	Electrical maintenance at Limbe Police Station	Electrical maintenance at Limbe Police Station			
			Sub-total		
			VAT 17.5%		
			Total		

Authorised by:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____