



MALAWI LEGAL AID BUREAU

Quality legal aid services to the nation



Zomba Office

Old Parliament Building

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REQUEST FOR QUOTATIONS FOR SECURITY SERVICES

Reference; MLAB/BT/002

To:

.....

Date: 24th April, 2024

The Procuring Entity named above invites you to submit your quotation for carrying out the whole of the services 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 Services and Location;

Provision of Security Services for MLAB- Zomba, Mangochi, Balaka, Phalombe and machina

- 2) Services are to commence by: **7days** from the date of order.
- 3) Services are to be completed by: **12 months** 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 marked with the Procurement Number given above and indicate acceptance of the stated terms and conditions.
- 6) Quotations must be received, in sealed envelopes no later than: **2:00pm on friday, 3 May 2024. The Quotations must be deposited in Tender Box at the RECEPTION.**
- 7) Quotations must be returned to: **IPDC Chairperson, Malawi Legal Aid Bureau, Old parliament Building ,P.O.Box 362, Zomba,**
- 8) The attached Schedule of Rates and Prices at Section C together with any Terms of Reference or other documentation mentioned in Section C and appended, detail the services to be performed

- 9) 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 total cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.
- 10) 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: **24th April, 2024**

Title/Position: **Assistant Procurement Officer**

For and on behalf of the Purchase

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) Services will commence withindays/weeks/months from date of Purchase Order.
- 3) Services to 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) We enclose 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 PPDA Certificate
 - (iv) A copy of our Annual Tax Clearance Certificate (for the last financial year)
 - (v) List of at least three recent Government contracts performed in the past Three years
 - (vi) A record including reference letters of Five years in security service industry
 - (vii) Compliance to Government Minimum Wage,
- 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.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Registered Address:

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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)

Price Schedule

ACTIVITY	Day	Night	Rate/Guard/ Month	TOTAL PRICE
1 guard on each district offices including weekends and public holidays				
Guards(Security Officer)-Zomba Office	1	1		
Guards (Security Officer) . Phalombe, .Mangochi .Balaka .Machinga	N/A	1 on each district offices including weekends and public holidays, Total (5)		
Sub Total	5	5		
LOCAL TAXES (16.5%)				
PPDA LEVY(1%)				
TOTAL PRICE PER MONTH				
GRAND TOTAL FOR 12 MONTHS				

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Qualification form

Name of Bidder _____

1. The work performed providing Services of a similar nature and value over the recent years is:
{List also details of services under way or committed, including expected completion date.}

No	Name of client and Contact Person	Type of Services Performed	Duration and Dates of contract	Value of Contract

2. The major items of equipment proposed for carrying out the services are:

Item of Equipment	Description and make	Condition and number available

Procurement Number: MLAB/RFQ/SEC001

COMPLIANCE TO REQUIREMENTS

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance to Requirements
A	B	C	D
1	Patrols to be Made on all sites	M	
2	All Guards (Security Officers) must be in Uniform all times, Neat all the times. Must have all necessary security tools	M	
3	Guards(Security Officers) must be well trained with traceable details of their personal details.	M	
4	Guards (Security Officers) must have police clearance with no criminal records	M	

COMPLETION SCHEDULE

The completion period shall commence from the date of contract award.

Item Number	Description of Services and or Related Goods	Completion period (days/wks/mths)	Site
1	Day Commissionaire	12 months	Zomba, Mangochi, Phalombe, Machi nga and Balaka

2	Night Security Services	12 months	Zomba, Mangochi, Phalombe, Machinga and Balaka
3	– Day and Night security services	12 months	Zomba offices only

