



Telephone: +265 1 789 033

Fax : +265 1 789 390

Ministry of Agriculture,
Irrigation and Water
Development,
P.O BOX 30134,
Capital City,
Lilongwe 3

Proc. No: MoAIWD /2026-27/NS/35

Date: 23rd September, 2026

MINISTRY OF AGRICULTURE, IRRIGATION AND WATER DEVELOPMENT

REQUEST FOR QUOTATIONS (FOR NON CONSULTANCY SERVICES)

PROCUREMENT REFERENCE NUMBER: MoAIWD /2026-27/NS/35

To:.....

.....

.....

The Procuring and Disposing 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 cleaning services at Ministry of Agriculture, Irrigation and Water Development Headquarters, Capital Hill.

2. Services are to commence within: 1 **week** from the date of order.

3. Services are to be completed within: **12 months** from the date of commencement.

4. Quotations must be valid for **30 days** from the deadline of submission.
5. Quotations and supporting documents as specified in Section B must be marked with the Procurement Reference Number given above and indicate acceptance of the stated terms and conditions.
6. Quotations must be received, in sealed envelopes no later than: **10:00 am on 29th September, 2026.**
7. Quotations must be returned to the **Chairperson of the IPDC: Ministry of Agriculture, Irrigation and Water Development, P.O. Box 30134, Lilongwe 3. Room 76.**
8. The attached Schedule of Rates and Prices in Section C together with any Terms of Reference or other documentation mentioned in Section C and appended, detail the services 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 services including all taxes, levies 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.

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

SECTION B: QUOTATION SUBMISSION SHEET

1. Currency of Quotation:
2. Services will commence within [insert number]
[days/weeks/months] from date of Purchase Order.
3. Services to be completed within [insert number]
[days/weeks/months] from date of commencement.
4. Validity period of this quotation is [insert number]
[days/weeks/weeks] from the deadline for submission.
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 our Annual Tax Clearance Certificate (for the last financial year)**
 - (iv) **A list of recent Government contracts performed**
 - (v) **A copy of MSME Certificate**
 - (vi) **PPDA Certificate**

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: **(NA)** of Addenda.
8. Our price shall be fixed for the duration of the validity period.
9. We declare that our firm, Directors and Beneficial owners do not engage in corrupt, fraudulent and/or uncompetitive practices whenever participating in procurement proceedings.

AUTHORISED BY: *[to be completed by someone who has the power of attorney for the Bidder]*

Signature: _____ Name: _____
:

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

Authorised for and on behalf of (Company name):

Company: _____

Registered Address:

.....
.....
.....

.....*If any additional documentation is attached to your quotation, a signature and authorisation in Section C and Section D is still required as confirmation that the terms and conditions of this RFQ prevail over any attachment. If the Quotation is not authorised in Section C and Section D, the quotation may be rejected.*

Section C: Schedule of Rates and Prices (to be priced by Bidder)

Item No.	Description of Services (Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)	Unit of Measure	Quantity	Unit Price Kwacha	Total Price Kwacha
1.	Provision of Cleaning Services (as per attached scope of works)	Cleaner	10		
				<i>Sub-Total</i>	
				<i>VAT</i>	
				<i>PPDA Levy (1%)</i>	
				<i>Total Bid Price</i>	

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

The following attachments are appended to clarify the Description of Services:

[List each attachment e.g. detailed schedule of services, or terms of reference]

Technical Compliance Sheet: *List any attachments providing additional specification of the goods required*

Section C: Schedule of Technical Compliance

Item No.	(Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary) Description of Services	Mandatory	Compliance to Requirements
A	B	C	D
	Cleaning Services of Offices, Curtains Toilets, Windows and Veranda		
1	THE ENTRANCE AREA		

	Steps leading to the second floor(last floor) of the building , Reception Area and Conference Hall	M	
2	RIGHT WING		
	The Corridor	M	
3	THE LEFT WING		
	The Corridor	M	

A	NUMBER OF EMPLOYEES		
i	Female Employees	M	
ii	Male Employees	M	
iii	Supervisor for Routine inspection	M	
B	HOURS OF WORK		
i	Monday to Friday: 06:30hrs to 12:00hrs-13:00hrs to 16:00hrs	M	
ii	Tea Break 10:00hours to 10:15 hours and 14:00hours to 14:15 hours	M	
iii	Lunch: 12:00hours to 13:00hours	M	
C	DUTIES		
1	DAILY CLEANING		
i	Conference Room	M	
ii	All Corridors	M	
iii	All Steps	M	
iv	All Toilets	M	
v	The Kitchen	M	
2	WEEKLY CLEANING		
i	Application of furniture polish to office furniture	M	
ii	Remove Cobwebs	M	

iii	Scrubbing of floors and walls	M	
iv	Windows should be thoroughly cleaned	M	
v	All Verandas	M	
3	QUARTERLY (EVERY THREE MONTHS)		
i	Wash the cloth Curtains	M	
ii	Brush / Clean blind curtains	M	
4	THE CLEANING SERVICES PROVIDER WILL ENSURE THE FOLLOWING		
i	Uniform for Workers	M	
ii	Detergents for Toilet cleaning and defuse bad odor	M	
iii	Steps Ladders	M	
iv	Furniture Polish (Mr. Min)	M	
v	Soft and Hard Gloves	M	

vi	Separation of Utensils used in the toilet with those used outside the toilet (buckets, Mops, gloves etc)	M	
vii	Ensure that all other relevant cleaning materials are available	M	
viii	Ensure that all other related welfare issues of their employees are taken care of.	M	
xix	To provide scent balls in all Urinals on Daily basis	M	
x	Prepare daily working schedule	M	
xi	Ensure that minimum wage rate is adhered to	M	
vi	To provide toilet tissues in all toilets on Daily basis	M	

AUTHORISED BY:

Signature: _____ Name: _____
e: _____ :

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

Authorised for and on behalf of:

Compa _____

ny:

Official Date Stamp:

SECTION D: Beneficial Ownership Disclosure

T1B Beneficial Ownership Disclosure Form

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