



REQUEST FOR QUOTATIONS (WORKS)

**Procurement Number:
CZDC/W/DDF/MASANJALA ROAD /002/2024**

.....

..... Date: 30th August 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.

- 1) **Description of Works and Location: Rehabilitation of Masanjala Road under DDF.**
- 2) Works are to commence by: **14 days** from the date of order.
- 3) Works to be completed by: **60 days** from the date of order.
- 4) Quotations must be valid for **30 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: **14:00PM on 06th September 2024**
- 7) Quotations must be returned to: **The Procurement Unit, Chiradzulu P/Bag 1.**
- 8) The attached Activity Schedule for **lump sum contracts** 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.
- 9) 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:Name: **Haleema Binali**

Position: **District 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 withindays/weeks/months from date of Purchase Order.
- 3) Works will 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 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
 - (iv) NCIC Certificates (Civil works 100 million Category)
 - (v) PPDA Certificates
 - (vi) Chiradzulu DC construction trading licence
 - (vii) Health, safety and Environmental compliance policy
 - (viii) Environmental ,Safety management plan
 - (ix) Detailed Work Plan (60 Days)
 - (x) Environmental and Social Performance Declaration
 - (xi) Filled Code of Conduct for Contractor's Personnel
 - (xii) Experience as prime contractor in the construction of similar works of a nature and complexity equivalent to the Works Evidence: Completion Certificates showing 100% Completion or above. Payment voucher and completion certificate
- 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:



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CZDC/W/DDF/MASANJALA ROAD /002/2024**

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 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: ACTIVITY SCHEDULE (TO BE PRICED BY BIDDER)

BILL OF QUANTITIES FOR REHABILITATION OF MANYESA-MASANJALA,
MAUWA-MASANJALA AND MPHEPO -NAKHULE ROAD

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
				MK	MK
	PRELIMINARY AND GENERAL				
A	Allow for providing and maintenance of project sign boards (2.4mx1.5m) to the Detail, specifications and as directed by the Employer's representative.	LS	1		
B	Provision of all plants necessary for execution of works comprising:				
	(i) Mechanical plant, vehicles				
	(ii) Non-mechanical plant, tools, equipment, etc	LS	1		
C	Tree planting	No	150		
D	Solid waste bins	No.	2		
E	First Aid kits	No	1		
F	Sensitization Meetings	No	2		
G	PPE	PS	60		
H	Signage	LS	4		
TOTAL SECTION 1300 CARRIED FORWARD TO SUMMARY					
1400.00	HOUSING, OFFICES AND LABORATORIES FOR THE ENGINEER'S SITE PERSONNEL				
PS 14.15	Survey equipment for use by the Engineer	Month	2		

TOTAL SECTION 1400 CARRIED FORWARD TO SUMMARY					
1500.00	ACCOMMODATION OF TRAFFIC				
15.03	Temporary traffic control facilities				
	(c) Temporary traffic control sign as specified	No.	6		
TOTAL SECTION 1500 CARRIED TO SUMMARY					
1700.00	CLEARING AND GRUBBING				
17.02	Removal and grubbing of trees and tree stumps.				
(a)	girth exceeding 1.0 m up to and including 2.0 m	No.	20		
PS 17.04	Cutting and removal of tree branches	No.	9		
PS 17.08	Bush Clearing	m2	98000		
TOTAL SECTION 1700 CARRIED TO SUMMARY					
2100.00	DRAINS				
21.02	Clearing and shaping	m3	26		

	existing open drains				
PS21.20	Excavation for open drains using manual labour.				
(a)	hand excavation soft material				
(i)	0 m up to 1.5 m	m ³	10		
PS 21.22	Drain clearing				
(a)	Lined drains				
(i)	= or < 500 mm bottom width (up to 1m depth)	m	200		
TOTAL SECTION 2100 CARRIED FORWARD TO SUMMARY					
2200.00	PREFABRICATED CULVERTS				
22.01	Excavation				
(a)	Excavating soft material				
(i)	0 m to 1.5m	m ³	12		
22.02	Backfilling				
(a)	Using the excavated material	m ³	2		
(b)	Using imported selected material	m ³	3		
22.03	Concrete pipe culverts				
(c)	On Class C bedding (gravel)				
(ii)	900 mm diameter	m	12		
22.19	Plaster	m ²	4		
PS 22.31	Culvert Cleaning				
(a)	Pipe Culverts				
(i)	= or < 600 mm diameter	m	18		
TOTAL SECTION 2200					

CARRIED FORWARD TO SUMMARY					
2500.00	2500 : PITCHING, STONEMWORK AND PROTECTION AGAINST EROSION				
25.03	Stone masonry walls				
(b)	Cement mortared stone	m ³	40		
PS 25.09	Check dams	m ³	6		
TOTAL SECTION 2500 TO SUMMARY					
3300.00	3300: MASS EARTHWORKS				
PS 33.17	Grading works with watering & compaction	km	23		
TOTAL SECTION 3300 CARRIED FORWARD TO SUMMARY					
6100.00	FOUNDATIONS FOR STRUCTURES				
PS 61.02	Excavation				
(a)	Excavation in any material other than rock at any depth	m ³	80		
(b)	Excavation in rock at any depth	m ³	10		
PS 61.04	Backfilling				
(a)	utilizing imported material or material from excavation	m ³	40		

TOTAL SECTION 6100 CARRIED FORWARD TO SUMMARY					
6400.00	CONCRETE FOR STRUCTURES				
64.01	Cast in situ concrete:				
(a)	Class 30/20				
(ii)	Box culverts	m3	5		
TOTAL SECTION 6400 CARRIED FORWARD TO SUMMARY					
6600.00	JOINTS, BEARINGS, PARAPETS AND DRAINAGE FOR STRUCTURES				
66.19	Drainage pipes and weep holes				
	(a) Drainage pipes				
(i)	PVC pipe 75 mm	m	12		
TOTAL SECTION 6600 CARRIED FORWARD TO SUMMARY					
	SUMMARY				
1.00	Preliminary and General				
2.00	Housing and accomodation				
3.00	Accommodation of traffic				

4.00	Clearing and grubbing				
5.00	Drains				
6.00	Culverts				
7.00	Pitching, stonework and protection against erosion; gabions				
8.00	Mass earthwork				
9.00	Foundations for structures				
10.00	Concrete for structures				
11.00	Joints, bearings, parapets and drainage for structures				
A	Sub Total				
B	VAT 16.5%				
C	NCIC Levy 1%				
C	PPDA 1%				
D	Contingency 5%				
	GRAND TOTAL BID PRICE				

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

-

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Appendix 2

Environmental and Social Performance Declaration

[The following table shall be filled in for the Bidder, each member of a Joint Venture and each Specialized Subcontractor]

Bidder's Name: [insert full name]

Date: [insert day, month, year]

Joint Venture Member's or Specialized Subcontractor's Name: [insert full name]

RFB No. and title: [insert RFB number and title]

Page [insert page number] of [insert total number] pages

Environmental and Social Performance Declaration
in accordance with Section III, Qualification Criteria, and Requirements

No suspension or termination of contract: An employer has not suspended or terminated a contract and/or called the performance security for a contract for reasons related to Environmental or Social (ES) performance since the date specified in Section III, Qualification Criteria, and Requirements, Sub-Factor 2.5.

Declaration of suspension or termination of contract: The following contract(s) has/have been suspended or terminated and/or Performance Security called by an employer(s) for reasons related to Environmental or Social (ES) performance since the date specified in Section III, Qualification Criteria, and Requirements, Sub-Factor 2.5. Details are described below:

Year	Suspended or terminated portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)
[insert year]	[insert amount and percentage]	Contract Identification: [indicate complete contract name/ number, and any other identification] Name of Employer: [insert full name] Address of Employer: [insert street/city/country] Reason(s) for suspension or termination: [indicate main reason(s) e.g. gender-based violence; sexual exploitation or sexual abuse breaches]	[insert amount]
[insert year]	[insert amount and percentage]	Contract Identification: [indicate complete contract name/ number, and any other identification] Name of Employer: [insert full name] Address of Employer: [insert street/city/country] Reason(s) for suspension or termination: [indicate main reason(s)]	[insert amount]
...	...	[list all applicable contracts]	...

Performance Security called by an employer(s) for reasons related to ES performance

Year	Contract Identification	Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)

<i>[insert year]</i>	<p>Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i></p> <p>Name of Employer: <i>[insert full name]</i></p> <p>Address of Employer: <i>[insert street/city/country]</i></p> <p>Reason(s) for calling of performance security: <i>[indicate main reason(s) e.g. for gender-based violence; sexual exploitation or sexual abuse breaches]</i></p>	<i>[insert amount]</i>

Code of Conduct for Contractor's Personnel (ES) Form

Note to the Employer:

The following minimum requirements shall not be modified. The Employer may add additional requirements to address identified issues, informed by relevant environmental and social assessment.

The types of issues identified could include risks associated with: labor influx, spread of communicable diseases, and Sexual Exploitation and Abuse (SEA), Sexual Harassment (SH)etc.

Delete this Box prior to issuance of the bidding documents.

Note to the Bidder:

The minimum content of the Code of Conduct form as set out by the Employer shall not be substantially modified. However, the Bidder may add requirements as appropriate, including to take into account Contract-specific issues/risks.

The Bidder shall initial and submit the Code of Conduct form as part of its bid.

CODE OF CONDUCT FOR CONTRACTOR'S PERSONNEL

We are the Contractor, [enter name of Contractor]. We have signed a contract with [enter name of Employer] for [enter description of the Works]. These Works will be carried out at [enter the Site and other locations where the Works will be carried out]. Our contract requires us to implement measures to address environmental and social risks related to the Works, including the risks of sexual exploitation, sexual abuse and sexual harassment.

This Code of Conduct is part of our measures to deal with environmental and social risks related to the Works. It applies to all our staff, laborers and other employees at the Works Site or other places where the Works are being carried out. It also applies to the personnel of each subcontractor and any other personnel assisting us in the execution of the Works. All such persons are referred to as "**Contractor's Personnel**" and are subject to this Code of Conduct.

This Code of Conduct identifies the behavior that we require from all Contractor's Personnel.

Our workplace is an environment where unsafe, offensive, abusive or violent behavior will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

REQUIRED CONDUCT

Contractor's Personnel shall:

1. carry out his/her duties competently and diligently;

2. comply with this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Contractor's Personnel and any other person;
3. maintain a safe working environment including by:
 - a. ensuring that workplaces, machinery, equipment and processes under each person's control are safe and without risk to health;
 - b. wearing required personal protective equipment;
 - c. using appropriate measures relating to chemical, physical and biological substances and agents; and
 - d. following applicable emergency operating procedures.
4. report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation which he/she reasonably believes presents an imminent and serious danger to his/her life or health;
5. treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers or children;
6. not engage in Sexual Harassment, which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature with other Contractor's or Employer's Personnel;
7. not engage in Sexual Exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;
8. not engage in Sexual Abuse, which means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions;
9. not engage in any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage;
10. complete relevant training courses that will be provided related to the environmental and social aspects of the Contract, including on health and safety matters, and Sexual Exploitation and Abuse (SEA), and Sexual Harassment (SH);
11. report violations of this Code of Conduct; and
12. not retaliate against any person who reports violations of this Code of Conduct, whether to us or the Employer, or who makes use of the grievance mechanism for Contractor's Personnel or the project's Grievance Redress Mechanism.

RAISING CONCERNS

If any person observes behavior that he/she believes may represent a violation of this Code of Conduct, or that otherwise concerns him/her, he/she should raise the issue promptly. This can be done in either of the following ways:

1. Contact [*enter name of the Contractor's Social Expert with relevant experience in handling gender-based violence, or if such person is not required under the Contract, another individual designated by the Contractor to handle these matters*] in writing at this address [] or by telephone at [] or in person at []; or
2. Call [] to reach the Contractor's hotline (*if any*) and leave a message.

The person’s identity will be kept confidential, unless reporting of allegations is mandated by the country law. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action. We will provide warm referrals to service providers that may help support the person who experienced the alleged incident, as appropriate.

There will be no retaliation against any person who raises a concern in good faith about any behavior prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT

Any violation of this Code of Conduct by Contractor’s Personnel may result in serious consequences, up to and including termination and possible referral to legal authorities.

FOR CONTRACTOR’S PERSONNEL:

I have received a copy of this Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this Code of Conduct, I can contact [*enter name of Contractor’s contact person with relevant experience*] requesting an explanation.

Name of Contractor’s Personnel: [insert name]

Signature: _____

Date: (day month year): _____

Countersignature of authorized representative of the Contractor:

Signature: _____

Date: (day month year): _____

ATTACHMENT 1: Behaviors constituting Sexual Exploitation and Abuse (SEA) and behaviors constituting Sexual Harassment (SH)

ATTACHMENT 1 TO THE CODE OF CONDUCT FORM

BEHAVIORS CONSTITUTING SEXUAL EXPLOITATION AND ABUSE (SEA) AND BEHAVIORS CONSTITUTING SEXUAL HARASSMENT (SH)

The following non-exhaustive list is intended to illustrate types of prohibited behaviors:

(1) Examples of sexual exploitation and abuse include, but are not limited to:

- A Contractor's Personnel tells a member of the community that he/she can get them jobs related to the work site (e.g. cooking and cleaning) in exchange for sex.
- A Contractor's Personnel that is connecting electricity input to households says that he can connect women headed households to the grid in exchange for sex.
- A Contractor's Personnel rapes, or otherwise sexually assaults a member of the community.
- A Contractor's Personnel denies a person access to the Site unless he/she performs a sexual favor.
- A Contractor's Personnel tells a person applying for employment under the Contract that he/she will only hire him/her if he/she has sex with him/her.

(2) Examples of sexual harassment in a work context

- Contractor's Personnel comment on the appearance of another Contractor's Personnel (either positive or negative) and sexual desirability.
- When a Contractor's Personnel complains about comments made by another Contractor's Personnel on his/her appearance, the other Contractor's Personnel comment that he/she is "asking for it" because of how he/she dresses.
- Unwelcome touching of a Contractor's or Employer's Personnel by another Contractor's Personnel.
- A Contractor's Personnel tells another Contractor's Personnel that he/she will get him/her a salary raise, or promotion if he/she sends him/her naked photographs of himself/herself.

Chiradzulu District Council,

**P/Bag 1
Chiradzulu**