



Malawi Posts Corporation Request for Quotations (for Works)

Procurement Reference Number: MPC/WORKS/MZ/SC25/4

To:

.....

.....Date: 10th December, 2025

The Procuring and Disposing 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 except where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS

1) Description of Works and Location

Supply and Installation of Mzuzu Post Office Steel Cages .

- 2) Works are to commence within: 14 days** from the date of order.
- 3) Works to be completed within: 90 days** from the date of order.
- 4) Quotations must be valid for 30 days** from the deadline for submission.
- 5) Quotations and supporting documents as specified in Section C 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 2: 00 PM on 15th December, 2025.**
- 7) Quotations must be returned to the Chairperson of IPDC: Malawi Posts Corporation. P.O Box 602, Blantyre. For more information, contact: The Procurement Manager on 0999351362**
- 8) The attached Activity Schedule (for lump sum contracts) or Schedule of Rates and Prices (for contracts where payment is based on unit prices) at Section D details the works 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 works including all taxes and duties. The whole cost of**

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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) Payment to the contractor shall be made within **30 days** from the date of receipt of invoice.

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

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation:
- 2) Works will commence within **[insert number]** [days/weeks/months] from date of Purchase Order.
- 3) Works will be completed within **[insert number]** [days/weeks/months] from date of Purchase Order.
- 4) Validity period of this quotation is **[insert number]** [days/weeks/months] from the date for receipt of Quotations.
- 5) We attach the following documents:
 - (a) Section D or E of the Request for Quotations completed and signed;
 - (b) A copy of our Trading Licence;
 - (c) A copy of our Annual Tax Clearance Certificate (for last financial year);
 - (d) A list of recent Government contracts performed for the past 3 years: **3 No of Construction Projects** (Attach copies of LPO's and vouchers for previous contracts);
 - (e) A copy of NCIC Certificate;
 - (f) A copy of MSME Certificate; and
 - (g) Environmental Management and safety plan
 - (h) A copy of PPDA certificate
 - (i) Equipment: **10 Tonne Lorry (1 No.), 3 Tonne Lorry (1 No.), Pick up (1 No.), Sets of Steel Scaffolds (10 No.), Wheelbarrows (5 No.), Welding Machines (3 No.), Genset (1)**
 - (j) Personnel (provide copies of CV's and certificates):
 - o **Site Agent:** BSc Civil Engineering/ BSc Architectural Studies registered with Malawi Institute of Engineers or Board of Architects and Quantity Surveyors or Malawi Institute of Architects with a minimum of 5 Years' Experience.

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- **Estimator:** BSc Quantity Surveying registered with the Board of Architects and Quantity Surveyors or Surveyors Institute of Malawi (SIM) with a minimum of 5 Years' experience.
 - **Foremen for each of these trades; Bricklaying, Painting, Carpentry and Joinery with 5 years' work experience in one of the following qualifications;**
 - Technician Diploma in Construction (City & Guilds)
 - Malawi Advance Craft Certificate
 - National Trade Test Grade 1
 - Malawi TEVET Advanced Certificate
 - Foremanship Certificate from National Construction Industry Council (NCIC) level 2
- (k) Work related experience of **5 Years** for **2 No. projects of similar nature**
- (l) Average Annual Turn Over for the past 3yrs of **MK50, 000,000.00**
- 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: *(Insert Number and date)* of Addenda).
- 8) Our price shall be fixed for the duration of the validity period.
- 9) We declare that our firm, Directors and officials 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):



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Company: _____

Registered Address: _____

_____.

If any additional documentation is attached to your quotation, a signature and authorisation at Section C and D 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 C and D, the quotation may be rejected.

SECTION C: ACTIVITY SCHEDULE (TO BE PRICED BY BIDDER)

For Lump Sum Contracts

| Item No. | Description of Activity | Price in Kwacha |
|----------|---|-----------------|
| | Supply and Installation of <u>Mzuzu Lilongwe Chichiri Post Office</u> <u>Steel Cages Loading Bay</u> | |
| | | |
| | | |
| | | |
| | Sub-Total | |
| | VAT 16.5% | |
| | NCIC 1% | |
| | PPDA Levy (1%) | |
| | Total Lump Sum Price | |

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

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

[List each attachment e.g. drawings and detailed technical specifications]

Authorised By:

Signature: _____ Name: _____
e: _____ :

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

Authorised for and on behalf of: MPC

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SECTION D: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)

For Contracts where Payment is to be based on Quantities of Work actually performed (admeasurement) at the unit rates quoted

| Item No. | Description of Work | Unit of Measure | Estimated Quantity | Unit Price in Kwacha | Total Price in Kwacha |
|----------|---|-----------------|--------------------|-----------------------------|-----------------------|
| | Supply and Installation of Mzuzu Post Office Steel Cages | Each | 1 | | |
| | | | | | |
| | | | | Sub-Total Estimated Price | |
| | | | | VAT 16.5% | |
| | | | | NCIC Levy | |
| | | | | PPDA Levy 1% | |
| | | | | Total Contract Price | |

The following attachments are appended to clarify the Description of Work:
[List each attachment e.g. drawings and detailed technical specifications]

Authorised By:

Signature: _____ Name: _____
 e: _____ :

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

Authorised for and on behalf of:

Company: _____

SUPPLY AND INSTALLATION OF STEEL CAGES

| BILL NO. | MAIN SUMMARY | | PAGE NO | NO. | AMOUNT |
|----------|---|------|---------|-----|--------|
| 1 | PRELIMINARIES AND GENERAL ITEMS | | | | |
| 2 | CAGE | | | | - |
| | SUB TOTAL A | | | | - |
| | <u>CONTINGENCY</u> | | | | |
| | ADD: For physical or price contingency to be used expended or deducted at the descretion of the Architect / Supervising Officer | | 5% | | - |
| | SUB TOTAL B | | | | - |
| | Value Added Tax | VAT | 16.50% | | - |
| | NCIC LEVY | LEVY | 1% | | - |
| | PPDA LEVY | LEVY | 1% | | - |
| | TOTAL CARRIED TO FORM OF TENDER | | | | - |

| ITEM | DESCRIPTION | QTY | UNIT | RATE | K | T |
|--|---|-----|------|------|---|--------------|
| A | <p><u>CAGE</u></p> <p><u>Steelwork</u></p> <p>Supply and install 3075 x 3670 x 2250 high steel cage comprising of 200mm galvanised steel poles, 50mm mild steel flat bars and expanded wire to match the existing cages</p> | 2 | No | | | |
| To Summary | | | | | | |
| SUPPLY AND INSTALLATION OF STEEL CAGES | | | | | | Page No. 2/1 |

| B | SUMMARY | Page No. | | K | T |
|---|--|--------------|--|---|--------------|
| A | Cage | Page No. 2/1 | | | |
| | To Main Summary | | | | |
| | SUPPLY AND INSTALLATION OF STEEL CAGES | | | | Page No. 2/2 |

SUPPLY AND INSTALLATION OF STEEL CAGES

| BILL NO. | MAIN SUMMARY | | PAGE NO | NO. | AMOUNT |
|----------|---|------|---------|-----|--------|
| 1 | PRELIMINARIES AND GENERAL ITEMS | | | | |
| 2 | CAGE | | | | - |
| | SUB TOTAL A | | | | - |
| | <u>CONTINGENCY</u> | | | | |
| | ADD: For physical or price contingency to be used expended or deducted at the descretion of the Architect / Supervising Officer | | 5% | | - |
| | SUB TOTAL B | | | | - |
| | Value Added Tax | VAT | 16.50% | | - |
| | NCIC LEVY | LEVY | 1% | | - |
| | PPDA LEVY | LEVY | 1% | | - |
| | TOTAL CARRIED TO FORM OF TENDER | | | | - |