



Malawi Posts Corporation Request for Quotations (for Works)

Procurement Reference Number: MPC/WORKS/25/11/Lot1

To:

.....

.....Date: 26 November 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

Construction of a Toilet at Nsaru post office in Lilongwe.

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 1st 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

Standard Bidding Document for Request for Quotation

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;
 - (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) Schedule of personnel
- 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.



Standard Bidding Document for Request for Quotation

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):

Compan _____
y:

Registered Address:

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.....

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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
	Construction of Pit latrine at Nsaru Post office	
	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: Timothy Makwani

Position: Procurement Manager Date: 26th November, 2025

(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
	Construction of pit Nsaru post office pit latrine in Lilongwe	Each	1		
				<i>Sub-Total Estimated Price</i>	
				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: _____

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

Authorised for and on behalf of:

Company: _____

	PRELIMINARY AND GENERAL ITEMS	K	t
	PROVIDE FOR THE FOLLOWING ITEMS		
1001	Plant and Equipment		
1002	Contractor's supervision		
1003	Safeguarding the works, plant and materials		
1004	Maintenance of roads and footpaths		
1005	Protection of services		
1006	Protection of existing buildings		
1007	Protection of trees and shrubs		
1008	Working within the site		
1009	Notice Board		
1010	Testing of samples		
1011	Water for works		
1012	Lighting and power for the works		
1013	Avoidance of nuisance to the neighbourhood		
1014	Temporary roads		
1015	Temporary buildings		
1016	Instruments for Project Manager		
1017	Temporary telephones		
1018	Temporary screens and boardings		
1019	General scaffolding		
1020	Protecting and cleaning the works		
1021	Removing rubbish		
1022	Insurance / Bond		
1023	Healthy and Safety		
1024	Allow for Architect's or Supervisor's administrative costs		
		K	-
	Page 1.1		

BILL NO. 2
2 HOLE PIT LATRINE

BILL NO. 2 : 2 HOLE PIT LATRINE

ELEMENT 1: SUBSTRUCTURE (PROVISIONAL)

	Description	Quantity	Unit	Rate	K	t
	Refer SMM paragraph F19(a). It has been assumed that strip footings, bases, beds and the like within the ground will be poured against natural ground. If formwork is required to such surfaces, the contractor must include for same in his excavations/concrete rates					
	<u>EXCAVATION</u>					
	<u>Excavation/Filling (provisional)</u>					
A	Excavate trench from reduced level for strip footings 0 to 1500mm deep	5	m ³			-
B	Excavate pit from reduced level for pit latrine 0 to 1500mm deep	10	m ³	-		-
C	Excavate pit from reduced level for pit latrine 1500 to 3000mm deep	10	m ³			-
D	Excavate pit from reduced level for pit latrine 3000 to 4500mm deep	6	m ³			-
E	Graded stone filling as filter media, backfilled around chamber chamber	6	m ³			-
	<u>Excavation/Filling (provisional)</u>					
F	Selected earth filling, deposited, spread and compacted in 150mm layers around foundations	3	m ³			-
	<u>Rock excavation (provisional)</u>					
G	Extra over excavation for excavation in rock	12	m ³			-
	<u>Disposal</u>					
H	Surplus excavated material from excavations, transported a distance average 100 linear metres from excavations and deposit in spoil heaps on site	26	m ³			-
	<u>Hardcore filling to pass a 50mm ring all ways</u>					
I	150mm Thick (consolidated) filling well compacted and rolled	4	m ²			-
	<u>Sand blinding</u>					
J	50mm Bed of sand on hardcore rolled to receive damp proof membrane	4	m ²			-
ELEMENT 1: SUBSTRUCTURE (PROVISIONAL) TO COLLECTION					K	-

BILL NO. 2 : 2 HOLE PIT LATRINE

ELEMENT 1: SUBSTRUCTURE (PROVISIONAL)

	Description	Quantity	Unit	Rate	K	t
	<u>Damp proof membrane</u>					
A	250mm Micros (1000 gauge) polythene damp proof membrane with weltd joints, lapped 150mm at joints and laid on blinded hardcore	4	m ²			-
	<u>Ant treatment</u>					
B	Saturate surface of hardcore and top of block walls with approved ant repellent	7	m ²			-
	<u>Sundries</u>					
C	Allow for keeping excavations free from water		Item			-
D	Allow for planking and strutting to sides of excavation		Item			-
	<u>CONCRETE WORK</u>					
	<u>Precast vibrated concrete (Class 21N/mm²/10mm) bedded, jointed and pointed in cement mortar (1:3)</u>					
E	50mm "Sanplat" cover slab size 600 x 600mm reinforced with and including 8mm diameter mild steel bar reinforcement at 150mm centres both ways finished fair on all exposed faces and include forming key hole shape and foot rest marks	2	No			-
F	75mm Suspended slab size 3320 x 1360mm ditto, and include forming 100mm diameter hole	1	No			-
	<u>Precast vibrated concrete (Class 21N/mm²/10mm) bedded, jointed and pointed in cement mortar (1:3)</u>					
G	50mm Thick slabs, general size 600 x 600mm having smooth finish, bedded, jointed and pointed in cement mortar (1:3) laid to falls and cross falls on sand bed (measured separately), include for all cutting/or mortar packing to edges and joints and allow for pattern as shown on the drawings	8	m ²			-
	<u>Plain in-situ concrete (Class 21N/mm²/20mm)</u>					
H	Strip footings	1	m ³			-
	<u>BLOCKWORK (PROVISIONAL)</u>					
	<u>Hollow precast cement and sand blocks, filled solid with concrete (Grade 15/20) in cement mortar (1:4)</u>					
J	200mm Thick block wall in stretcher bond and reinforced with one layer of "brickforce" reinforcement every third course	11	m ²			-
K	Ditto, honey comb	24	m ²			-
ELEMENT 1: SUBSTRUCTURE (PROVISIONAL) TO COLLECTION					K	-

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BILL NO. 2 : 2 HOLE PIT LATRINE

ELEMENT 1: SUBSTRUCTURE (PROVISIONAL)					
Node	Element	Material	Section	Area	Mass
1	1	Steel	W12x14	12.3	1.2
2	2	Concrete	18x18	324	2.5
3	3	Steel	W12x14	12.3	1.2
4	4	Concrete	18x18	324	2.5
5	5	Steel	W12x14	12.3	1.2
6	6	Concrete	18x18	324	2.5
7	7	Steel	W12x14	12.3	1.2
8	8	Concrete	18x18	324	2.5
9	9	Steel	W12x14	12.3	1.2
10	10	Concrete	18x18	324	2.5
11	11	Steel	W12x14	12.3	1.2
12	12	Concrete	18x18	324	2.5
13	13	Steel	W12x14	12.3	1.2
14	14	Concrete	18x18	324	2.5
15	15	Steel	W12x14	12.3	1.2
16	16	Concrete	18x18	324	2.5
17	17	Steel	W12x14	12.3	1.2
18	18	Concrete	18x18	324	2.5
19	19	Steel	W12x14	12.3	1.2
20	20	Concrete	18x18	324	2.5
21	21	Steel	W12x14	12.3	1.2
22	22	Concrete	18x18	324	2.5
23	23	Steel	W12x14	12.3	1.2
24	24	Concrete	18x18	324	2.5
25	25	Steel	W12x14	12.3	1.2
26	26	Concrete	18x18	324	2.5
27	27	Steel	W12x14	12.3	1.2
28	28	Concrete	18x18	324	2.5
29	29	Steel	W12x14	12.3	1.2
30	30	Concrete	18x18	324	2.5
31	31	Steel	W12x14	12.3	1.2
32	32	Concrete	18x18	324	2.5
33	33	Steel	W12x14	12.3	1.2
34	34	Concrete	18x18	324	2.5
35	35	Steel	W12x14	12.3	1.2
36	36	Concrete	18x18	324	2.5
37	37	Steel	W12x14	12.3	1.2
38	38	Concrete	18x18	324	2.5
39	39	Steel	W12x14	12.3	1.2
40	40	Concrete	18x18	324	2.5
41	41	Steel	W12x14	12.3	1.2
42	42	Concrete	18x18	324	2.5
43	43	Steel	W12x14	12.3	1.2
44	44	Concrete	18x18	324	2.5
45	45	Steel	W12x14	12.3	1.2
46	46	Concrete	18x18	324	2.5
47	47	Steel	W12x14	12.3	1.2
48	48	Concrete	18x18	324	2.5
49	49	Steel	W12x14	12.3	1.2
50	50	Concrete	18x18	324	2.5
51	51	Steel	W12x14	12.3	1.2
52	52	Concrete	18x18	324	2.5
53	53	Steel	W12x14	12.3	1.2
54	54	Concrete	18x18	324	2.5
55	55	Steel	W12x14	12.3	1.2
56	56	Concrete	18x18	324	2.5
57	57	Steel	W12x14	12.3	1.2
58	58	Concrete	18x18	324	2.5
59	59	Steel	W12x14	12.3	1.2
60	60	Concrete	18x18	324	2.5
61	61	Steel	W12x14	12.3	1.2
62	62	Concrete	18x18	324	2.5
63	63	Steel	W12x14	12.3	1.2
64	64	Concrete	18x18	324	2.5
65	65	Steel	W12x14	12.3	1.2
66	66	Concrete	18x18	324	2.5
67	67	Steel	W12x14	12.3	1.2

Description		Quantity	Unit	Rate	K	t
COLLECTION						
Page Nos.						
2.2						-
2.3						-

ELEMENT 3: EXTERNAL AND INTERNAL WALLS

2.6

BILL NO. 2 : 2 HOLE PIT LATRINE
ELEMENT 4: WINDOWS AND DOORS

	Description	Quantity	Unit	Rate	K	t
	<u>CONCRETE WORK</u>					
	<u>Precast vibrated concrete (Class 21N/mm2/10mm) bedded, jointed and pointed in cement mortar (1:3)</u>					
A	140 x 150 x 1050mm long lintel, two edges chamfered finished fair on all exposed surfaces and reinforced with and including 6kg of mild steel rod reinforcement and built into blockwork	2	no			-
	<u>Doors</u>					
	Framed, ledged, braced and battened doors shall be constructed having 45 x 100mm stiles top, centre, bottom rail and bracing, grooved, morticed, tenoned and glued together clad one side with 25 x 100mm tongued and grooved "v" jointed boarding					
B	700 x 2050mm High framed, braced and battened door	2	No			-
	<u>Door frames</u>					
	Rates shall include for lugs welded to back, building into blockwork and filling cavity with cement and sand (1:3)					
	Prior to delivery on site, the whole to be treated at works with one coat red oxide primer					
C	Standard metal door frame, size 750 x 2110mm overall, suitable for 140mm blockwall, complete with one pair of butts	2	No			-
	<u>PAINTING AND DECORATING</u>					
	<u>Prepare, knot, stop, prime and apply one undercoat and two finishing coats of gloss enamel on</u>					
	Timber framed, ledged, braced and battened doors (measured overall)	6	m ²			-
	<u>Prepare, prime and apply one undercoat and two finishing coats of gloss enamel on</u>					
	General surfaces, exceeding 200mm and not exceeding 300mm girth	10	m			-
ELEMENT 4: WINDOWS AND DOORS TO SUMMARY BILL NO.3					K	-

BILL NO. 2 : 2 HOLE PIT LATRINE
ELEMENT 5: IRON MONGERY

ELEMENT 5: IRON MONGERY					
ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	Unless otherwise stated, fixing is to timber				
	<u>Doors</u>				
A	"Union AL643-24-77" 3 lever lockset and furniture set	2	No		-
B	"Union AL 8730" rubber door stop, fixed to floor screed	2	No		-
C	"Union AL 8722" rubber tipped hat and coat hook	2	No		-
ELEMENT 5: IRON MONGERY					-
TO SUMMARY BILL NO.2					-

ELEMENT 6: WALL FINISHES

3.9

BILL NO. 2 : 2 HOLE PIT LATRINE

ELEMENT 7: FLOOR FINSHES

	Description	Quantity	Unit	Rate	K	t
	<u>PLASTERWORK</u>					
	<u>1:3 Cement and sand screed finished with a steel trowel</u>					
A	100mm High skirting with small cove at bottom and "V" joint to junction of rendering	7	m			-
	<u>PAINTING AND DECORATING</u>					
	<u>Washdown, clean and apply two coats of wax polish on</u>					
B	Steel trowelled slabs	3	m ²			-
ELEMENT 7: FLOOR FINISHES					K	-
TO SUMMARY BILL NO.2						

BILL NO.2 : 2 HOLE PIT LATRINE

ELEMENT 8: SOIL, WASTE AND VENT SERVICES

ITEM	Description	Quantity	Unit	Rate	K	t
	DESCRIPTION	QTY	UNIT	RATE		AMOUNT
	This section has been measured from fittings up to gulley or first manhole Pipework and fittings Soil system shall be "Key Terrain 100" PVC to BS 4514 Waste system shall be "Key Terrain 200" UPVC Diameters stated are outside in accordance with the manufacturers metric catalogues Generally joints are solvent welded Fixing to walls, slabs etc shall be with standard pipe, clips plugged and screwed					
A	110mm Diameter pipe fixed to brick/concrete wall	6	m			-
B	Extra over 150.4 vent cowl	2	No			-
	Testing					
C	Allow to test the foregoing soil, waste and vent pipework installation	item				-
D	Form sleeved opening through iron sheets for 110mm diameter pipe	2	No			-
						-
ELEMENT 8: SOIL, WASTE AND VENT SERVICES					K	-
TO SUMMARY BILL NO.3						

<u>SUMMARY</u>				
ITEM	DESCRIPTION	Page Nos		AMOUNT
	SUBSTRUCTURE	2.2		-
	ROOF	2.4		-
	EXTERNAL AND INTERNAL WALLS	2.6		-
	WINDOWS AND DOORS	2.7		-
	IRONMONGERY	3.8		-
	WALL FINISHES	3.9		-
	FLOOR FINISHES	2.10		-
	SOIL, WASTE AND VENT SERVICES	2.11		-
2 HOLE PIT LATRINE - TO MAIN SUMMARY				K
2.12				-

MAIN SUMMARY

MAIN SUMMARY

	Description	Page	Qty	Unit Cost	Grand Total
A	Bill No.1 Preliminaries	1.1	1		-
B	Bill No.2: Two Hole Pit latrine	2.11	1	-	-
C	Sub-Total No.1				-
	ADD: Contingency Sum; Allow a				
	Provisional Sum for Design and				
	Physical Contingencies to be used at				
	the discetion of the Architect or to be				
	deducted in whole or part	10	%		-
D	Sub-Total 2				-
	VAT	16.5%			-
	NCIC LEVY	1%			-
	PPDA LEVY	1%			-
TOTAL TO FORM OF BID					MK -