



**RESERVE BANK OF MALAWI
REQUEST FOR QUOTATIONS (FOR WORKS)**

Procurement Number: MZADMIN/61451/2025

To: All Bidders

Date: 20 March 2025

The Reserve Bank of Malawi (the Bank) invites you to submit your quotation for the works described herein. Partial Quotations may be rejected, and the Bank reserves the right to award a contract for selected elements only. Any resulting order shall be subject to the Bank's General Conditions for Local Purchase Orders.

SECTION A: QUOTATION REQUIREMENTS:

- 1) **Description of works: Maintenance Works at Reserve Bank of Malawi, Mzuzu Branch.**
- 2) The delivery period required is **7 Days** from date of order.
- 3) Quotations must be valid for **30 days** from the date for receipt given below.
- 4) The defective period shall be:
- 5) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above and indicate your acceptance of the terms and conditions.
- 6) Site inspection is on **26 March 2025 at 09:00am**
- 7) A margin of preference of 20% shall be applied to indigenous black Malawians. Indigenous black Malawians business owners are required to attach to their quotations coloured copies of their Malawian National Identity card.
- 8) Quotations must be sent to the following address, in sealed envelopes, no later than **16:00 hrs. On 02 April 2025.**

*The Procurement Coordinator, Procurement and Stores
Reserve Bank of Malawi,
P.O BOX 985,
Mzuzu
Phone No's: +265 331 399 or
+265 999744396*

- 9) The attached Schedule of Requirements at Section C details the maintenance works to be undertaken. You are requested to provide your contract price for these works by completing and returning Sections B and C.

Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of contract will be made to the price competitive bidder or by total through the issue of a Local Purchase Order.

Name: **Gertrude Moses**
Title/Position: **Procurement Coordinator**

20/03/2025.....

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Delivery period offered: days/weeks/months from date of Purchase Order.
- 3) The validity period of this Quotation is: days from the date for receipt of Quotations.
- 4) Defect liability period months.
- 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 (for the last Financial Year),
 - iv. A list of recent samples of our products and proposed product.
 - v. PPDA Documents
 - vi. *[Insert any other documentation required by the Procuring Entity]*.
- 6) We confirm that our quotation is based on the terms and conditions stated in your Request for Quotations referenced above, and that any resulting contract will be subject to the Bank's 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: _____

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: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)

Item no.	Description of Works (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered unit price: <i>Kwacha</i>	Delivered Total price: <i>Kwacha</i>
1	Supply and install suspended (false) Floor at Reserve Bank of Malawi-Mzuzu Branch in the following Areas. <ul style="list-style-type: none"> • Currency sorting area • Old equipment room • Control room 	EACH	1		
	Sub Total				
	+ 16.5% Vat				
	Grand Total				

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

RESERVE BANK OF MALAWI

BENEFICIAL OWNERSHIP DISCLOSURE FORM

INSTRUCTIONS TO BIDDERS

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the Bidder. In case of a joint venture, the Bidder must submit a separate Form for each member of the Joint Venture. The beneficial ownership information to be submitted in this Form shall be current as at 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 substantia/ economic in est in or receives substantia/ economic benefit from, a company, whether acting alone or together with other persons.
5. Has a significant stake in a company and on whose be/ a/factivity of a company is conducted;
or
Exercises significant control or influence over a person through a forma/ or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

Date:

Procurement Reference No:.....

Page: of pages:

To:

In response to the invitation for bid dated [insert date of invitation for bid] we hereby submit beneficial ownership information: [select one option as applicable and delete the options that are not applicable]

(i) We hereby provide the following beneficial ownership information.

Details of beneficial ownership.

Identity of Beneficial Owner	Directly or indirectly holding 5% or more of the shares (Yes / No)	Directly or indirectly holding 5 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the Board of the Directors or an equivalent governing body of the Bidder (Yes / No)
[include full name (last, middle, first), nationality, country of residence, telephone number(s), email address, postal and physical addresses]			

OR

(ii) We declare that there is no Beneficial Owner who has not been disclosed 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.

OR

(iii) We declare that we are unable to entify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]

- 7) directly or indirectly holding 5% or more of the shares
- 8) Directly or indirectly holding 5% or more of the voting rights
- 9) Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder]"
- 10) 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.
- 11) as a significant stake in a company and on whose behalf activity of a company is conducted; or
- 12) 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.

Name of the Bidder:

Name of the person duly authorized to sign the Bid on behalf of the Bidder:

Title of the person signing the Bid:

Signature of the person named above: _____

Date signed [.....] day of
[.....]

- 1. In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. If the Bidder is a joint venture, each reference to "Bidder" in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.**
- 2. Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.**



**TERMS OF REFERENCE FOR ENGAGING A CONTRACTOR TO
SUPPLY AND INSTAL AN SUSPENDED (FALSE) FLOOR IN THE
CURRENCY SORTING AREA, OLD EQUIPMENT ROOM AND
CONTROL ROOM AT RESERVE BANK OF MALAWI, MZUZU BRANCH**

a) Introduction

The Reserve Bank of Malawi (the Bank) has an existing suspended (false) floor system in the Currency sorting area, old equipment room and Control room at its Mzuzu Branch. However, the condition of the raised floor's steel clad, cement core panel access floor tiles have deteriorated. Consequently, the Bank seeks a suitable contractor to supply and install durable heavy-duty tiles to match in dimensions with the existing base plate and head plate pedestals.

b) Current status

The Bank intends to replace the access floor in rooms that have the following specifications:

- i. The sorting area has a surface with the following measurements:
23,400 mm x 16,800 mm x 3,000 mm x 2,400 mm x 19,200 mm x 1,800
mm x 1,200 mm x 12,600 mm
- ii. The Control room is comprised of a floor with the following measurements: 56,800 mm x 3,600 mm x 2,400 mm x 1,800 mm x 3,150 mm x 5,400 mm.

- iii. Old equipment room comprised of the following floor measurements:
5,720 mm x 5,800 mm x 2,800 mm x 1,020 mm x 2,400 mm x 4,800 mm.
- iv. The current finished floor height to remain as it is.

2.1.3 c) Expectation from Contractor

- i. Upon successful delivery of the floor to all areas, the following is expected from the newly installed floor panels:
 - i. The floor panels and existing pedestals to achieve a minimum axial rating of 3000Kgf.
 - ii. The raised floor panels to exactly fit to the existing pedestals.
 - iii. The tiles to have a heavy-duty antistatic finish, preferably high-pressure laminate (HPL)
 - iv. All pedestals to be well checked for fitness of use.

2.1.3 d) Scope of works

- i. The successful bidder/s will be expected to do the following work among others:
 - i. Supply and install 600 x 600 mm steel clad, cement core panel access floor tiles to match with the existing steel pedestals and framing. Tiles to have heavy duty antistatic finish preferably high-pressure laminate (HPL).
 - ii. Replace all spotted worn out pedestals with new ones.
 - iii. Carry out cable trucking under the false floor based on available services.
 - iv. Submit project proposal that outlines key milestones to be attained.
 - v. Carry out installation work and post installation tests to ascertain effectiveness of solution

- vi. Agree to a Defects Liability Period (DLP) of twelve (12) months.
- vii. The tiles to be of the same color as the existing ones or equally pre- approved color.

e) Qualification of a Preferred bidder.

The preferred bidder shall meet the following minimum requirements:

- i. Must have a minimum of 3 years' experience in supply and installation of suspended floor (raised floor) or related works
- ii. Should recommend at least two (2) sites where the bidder installed similar solutions. The Bank is at liberty to undertake a due diligence exercise on the proposed firms.
- iii. Submit a works schedule to the Bank for planning purposes.
- iv. Submit a comprehensive delivery schedule for the project.
- v. Tax compliance.
- vi. Be dully registered with the relevant authorities.

f) Site Inspection

Site inspection is a prerequisite as such, only bids for contractors that have undertaken the inspection will be considered for assessments.