



RESERVE BANK OF MALAWI
REQUEST FOR QUOTATIONS (FOR SERVICE)

Procurement Number: ADMNMZ/2025

To: Bidders

Date: 8 September, 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 items 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: Provision of Cleaning Services 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 **12 September 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 26 September 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 items to be purchased. You are requested to quote your delivered price for these items 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 lowest priced quotation by item or by total through the issue of a Local Purchase Order.

Name: **Gertrude Moses (Procurement Coordinator)**

Signed:  Date: 08/09/2025

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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) Warranty period (where applicable) 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.

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SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)

Item no.	Description of SERVICE (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered unit price: <i>Kwacha</i>	Delivered Total price: <i>Kwacha</i>
1	Provision of Cleaning Services at Mzuzu Branch per annum.	EACH	1		
	Sub Total				
	Vat				
	Grand Total				

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

SECTION C: STATEMENT OF REQUIREMENTS (SORS) FOR PROVISION OF CLEANING SERVICES AT MZUZU BRANCH

No.	Activity	Frequency
1	Window and door cleaning	Everyday (Monday – Friday)
2	Wall cleaning	Everyday (Monday – Friday)
3	Tile floor mopping	Everyday (Monday – Friday)
4	Tile floor scrubbing	Once a week
5	Floor polishing	Once a week
6	Carpet and furniture cleaning (brushing and vacuum cleaning of the carpet plus cleaning of furniture)	Everyday (Monday – Friday)
7	Toilet cleaning	Twice a day plus 3 times check every day
8	Cleaning and mopping in the balcony	Three times a week
9	Corridor cleaning	Twice a day plus regular checks every day
10	Reception area sweeping and mopping	Twice a day plus hourly check
11	Chairs shampooing (cleaning of all chairs in the Bank)	Twice a year
12	Cobweb removal inside and outside the Branch building	Immediately the cobweb has developed
13	Garbage removal and other office wastes including the staff canteen	Twice a day

14	Disposal of sanitary towels	Twice a day
15	Briquettes disposal	As and when required
16	Inside lifts cleaning	Every day plus regular checks
17	Office logistics and other short duration duties as agreed between RBM and service provider	As and when required
18	General Cleaning of the whole building	Quarterly on a weekend
19	Required number of the cleaners	20 Cleaners
20	Number of uniforms for cleaners including branded sweater	Minimum of two sets of uniforms per cleaner
21	Industrial boots	One pair per person
22	Industrial gloves for mopping	One pair per person

EQUIPMENT AND OTHER CLEANING MATERIALS

No	Equipment	Number
1	Dry Vacuum Cleaner	5
2	Wet Vacuum Cleaner	2
3	Floor scrubbing machine	3
4	Mop squeezer bucket	4
5	Commercial Wet mop (household mops are highly discouraged!)	Adequate
6	Commercial Dust mop	Adequate
7	Cleaning ladders	2

8	Extendable Telescopic rod for cleaning glass panels of the Branch building	Adequate
9	Cleaning brush	Adequate
10	Dustpan	Adequate
11	Cobweb remover	Adequate
12	Washroom and office cleaning materials	Adequate
13	Power extension cords	Adequate

AUTHORISED BY:

SIGNATURE: _____

NAME: _____

POSITION: _____

DATE: _____

(DD/MM/YY)

AUTHORISED FOR AND ON BEHALF OF:

COMPANY: _____

BENEFICIAL OWNERSHIP DISCLOSURE FORM

INSTRUCTIONS TO BIDDERS

This Beneficial Ownership Disclosure Form (BOD) is to be completed by the Bidder. In case of a joint venture, the Bidder must submit a separate form for each member involved in the relationship. The beneficial ownership information to be attached 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 share
2. Directly or indirectly holding 5% or more of the voting rights
3. Directly or indirectly having the right appoint most 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.

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.

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.

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

(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. has 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.**