

Telegrams: MINED LILONGWE
Telephone:(265) 886 72 1033 / 999 364 800
Fax:(265) 788 064/184

**Communication should be addressed to:
The Principal**



in reply please quote No.:.....

Nalikule College Of Education
Post Office Box 40680
Kanengo
Lilongwe 4
Malawi

Procurement Number: 025/NCE/S/RFQ/2025/2026/02

Date: 09/12/2025

To:

The procuring entity named above invites you to submit your quotation for carrying out the whole of the services 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.

SECTION A: QUOTATION REQUIREMENTS

1) Description of Services and Location

Provision of Cleaning Services at Nalikule College of Education located along Lilongwe – Salima Road

- 2) Services are to commence by: **seven (7) days** from the date of order.
- 3) Services are to be completed by: **twelve months (12) months** from the date of order.
- 4) Quotations must be valid for **thirty 30 days** from the date for receipt given below.
- 5) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above and indicate acceptance of the stated terms and conditions.
- 6) **Bidders must fill the Beneficial Ownership Disclosure Form attached.**
- 7) **Bidders are requested to come to the College for site visit on Thursday, 11/12/2025 at 10:00 hours. This site visit is not mandatory.**
- 8) Quotations must be in sealed envelopes and deposited in tender box, no later than: **10:00 hours on 15th December 2026. (Public opening will be immediately after closing)**

Quotations must be returned to:

**The Chairperson,
Internal Procurement & Disposal Committee,
Nalikule College of Education,
P.O. Box 40680, Kanengo,
Lilongwe 4.**

- 9) The attached Schedule of Rates and Prices at Section C together with any Terms of Reference or other documentation mentioned in Section C and appended, detail the services 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 services including all taxes and duties. The total cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.
- 10) 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: **Signed** Nam: **Foster Mputheya**

Title/Position: **Assistant Procurement Officer**

For and on behalf of the Purchaser

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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) Services will commence withindays from date of Purchase Order.
- 3) Services to be completed bymonths from date of Purchase Order
- 4) Validity period of this quotation isdays from the date for receipt of Quotations.
- 5) **We enclose the following documents: (Post Qualification of Bidders)**
 - (i) Section C of the Request for Quotations completed and signed;
 - (ii) **A copy of our Trading Licence**
A copy of our Annual Tax Clearance Certificate
 - (iv) **Past performance of the bidder;(at least three similar contracts for the past three years)**
 - (v) **Availability of staff (provide CVs of key staff)**
 - (vi) **Liquid assets or access to lines of credit from an authorized financial institution of at least 0.25 times the bid amount**
 - (vii) **The firm must meet minimum wage according to Government of Malawi minimum wage scale for its staff and should provide evidence in the form of pay slip or any other document to support compliance**
- 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.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

Authorised for and on behalf of:

(DD/MM/YY)

Company: _____

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.

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Procurement Reference Number: **025/NCE/S/RFQ/2025/2026/02**

Date: 09/12/2025

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

Item No.	Description of Services (Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)	Unit of Measure	Quantity	Unit Price Kwacha	Total Price Kwacha
1	Provision of Cleaning Services at Nalikule College of Education for 12 months	Each	35		
	Sub-Total				
	1% PPDA Levy				
	16.5% VAT				
	Grand -Total				
			TOTAL		

The following attachments are appended to clarify the Description of Services:
[List each attachment e.g. detailed schedule of services, or terms of reference]

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

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Date: 09/12/2025

List of Services and Related Goods

The Cleaning Service provider shall provide services to Nalikule College of Education that shall include;	
	Provision of Cleaning Services to Nalikule College of Education for a period of 12 months
	Cleaning services should not distract the College's business in any way.
	Cleaning the floors, mopping, buffing, remove marks from floors and walls of corridors and toilets.
	Waste bins/garbage cans removed and emptied
	Windows thoroughly cleaned
	Walls should be cleaned and cobwebs removed
	Provide all required cleaning materials such as Harpic, Mr Mini, Clean all, Toilet Duck, Toilet Discalent, Domestos, Tiles Cleaner etc, tools and equipment such as Mops, Toilet brushes, Squeezer, Scrubbing brushes, Cob web removers etc.
	Prepare a daily working schedule
	Change the cleaning solutions and water frequently during cleaning
	Provide deodorants in urinals regularly
	Cleaning once a day in Offices and twice in other premises such as Corridors, Board rooms, Class rooms and Hostels.
	Cleaning of the toilets should be twice a day (Morning and afternoon)
	Provision of cleaning supervision
	Daily updating of toilet cleaning roster

Completion Schedule

The completion period shall commence from the date of contract award..

Item Number	Description of Services and or Related Goods	Completion period (days/wks/mts)	Site
1	Provision of Cleaning Services to Nalikule College of Education	12 months	NCE along Lilongwe -Salima Road

Statement of Requirements (Technical Specifications) and Compliance Sheet

Column b states the minimum requirement of the service(s) to be provided. Column c indicates whether the requirement is a “Mandatory” by use of the letter “M”. Any requirement without an “M” in column c is considered non-mandatory and subject to a reasonable variation in specification or performance to be assessed during evaluation in accordance with Section 3.

The Bidder is to complete column d and to state whether the offered service(s) “comply” or do “not comply” giving details of the areas of non-compliance.

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance to Requirements
a	B	c	d
1	Provision of Cleaning Services to the Nalikule College of Education for a period of 1 year	M	
2	Cleaning services should not distract the College’s business in any way.	M	
3	Cleaning the floors, mopping, buffing, remove marks from floors and walls of corridors and toilets.	M	
4	Waste bins/garbage cans removed and emptied	M	
5	Clean Windows thoroughly	M	
6	Walls should be cleaned and cobwebs removed frequently	M	
7	Provide all required cleaning materials such as Harpic, Mr Mini, Clean all, Toilet Duck, Toilet Discalent, Domestos,	M	

<i>Item No.</i>	<i>Technical Specification of items required including applicable standards</i>	<i>Mandatory</i>	<i>Compliance to Requirements</i>
	Tiles Cleaner etc, tools and equipment such as Mops, Toilet brushes, Squeezer, Scrubbing brushes, Cob web removers etc.		
8	Prepare a daily working schedule	<i>M</i>	
9	Change the cleaning solution and water frequently	<i>M</i>	
10	Checking and cleaning toilets and urinals on hourly basis	<i>M</i>	
11	Provide deodorants in urinals regularly	<i>M</i>	
12	Staff must be in uniform at all times when discharging their duties	<i>M</i>	
13	Provide protective wear to staff at all times	<i>M</i>	

The firm shall provide its own cleaning materials (i.e. disinfectants, detergents, air freshener etc.) and equipment

RESPONSIBILITY OF THE CLIENT (NALIKULE COLLEGE OF EDUCATION)

The College shall provide:

- Access to all the premises, buildings, offices and areas under this contract.
- Advise on type of disinfectants, detergents, flowers and all equipment to be used under this contract
- A team of officers who shall ensure that the tasks under this contract are performed satisfactorily.

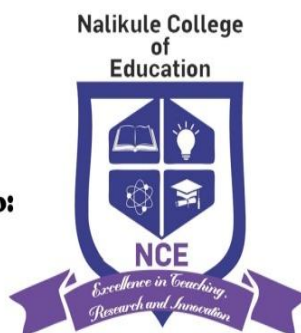
RESPONSIBILITY OF THE FIRM

It is the responsibility of the firm to:

- Provide own appropriate detergents, disinfectants for use under this contract
- Reporting to the client maintenance needs i.e. water leakage, toilet blocks, etc.
- Should appoint one officer as Desk Officer for the College who has at least five years of working experience in this field with deep understanding on the topic under this contract (Please state the name of the officer with their qualifications and working experiences) CV.

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INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

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 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*

BENEFICIAL OWNERSHIP DISCLOSURE FORM

Date: **[insert date]**

Procurement Reference No.: **[insert procurement reference number]**

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

To: **[insert complete name of Procuring and Disposing Entity]**

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 identify 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: [insert **complete name of the Bidder**]¹

Name of the person duly authorized to sign the Bid on behalf of the Bidder: [insert **complete name of person duly authorized to sign the Bid**]²

Title of the person signing the Bid: [insert **complete title of the person signing the Bid**]

Signature of the person named above: _____

Date signed day of2025

¹ In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that 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.