

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/2025/2026/01**

**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 Security 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 15<sup>th</sup> **December 2025. (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 within .....days from date of Purchase Order.
- 3) Services to be completed by .....months from date of Purchase Order
- 4) Validity period of this quotation is .....days 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**
  - (iii) **A copy of our Annual Tax Clearance Certificate (for the current financial year)**
  - (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) and relevant security equipment**
  - (vi) **Liquid assets or access to lines of credit from an authorized financial institution of at least 0.25 times the bid amount**
  - (vii) **Documentary evidence on vehicle availability (copies of blue books) for easy patrolling and back up services**
  - (viii) **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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**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 Security Services at Nalikule College of Education for 12 months (18 during day and 24 during night)	Each	52		
	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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### ***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.*

<b><i>Item No.</i></b>	<b><i>Technical Specification of items required including applicable standards</i></b>	<b><i>Mandato ry</i></b>	<b><i>Compliance to Requirements</i></b>
<b><i>a</i></b>	<b><i>b</i></b>	<b><i>c</i></b>	<b><i>d</i></b>
<b><i>SCOPE OF THE ASSIGNMENT</i></b>			
<i>The qualifying firm will be expected to provide the following services:</i>			
<b><i>1</i></b>	<b><i>Patrolling the office premises and its property and provide special attention to any institutional car/office premises, conference rooms, library, laboratories, toilets, main hall, pump site and any other room within college premises</i></b>	<b><i>M</i></b>	
<b><i>2</i></b>	<b><i>24 hour 365 days emergency service against burglary and theft</i></b>	<b><i>M</i></b>	
<b><i>3</i></b>	<b><i>Guarding the office premises and its property.</i></b>	<b><i>M</i></b>	
<b><i>4</i></b>	<b><i>Re confirmation that all doors and the offices are properly secured.</i></b>	<b><i>M</i></b>	
<b><i>5</i></b>	<b><i>Detecting, preventing &amp; reporting theft to relevant authorities</i></b>	<b><i>M</i></b>	
<b><i>6</i></b>	<b><i>Apprehend any person found with goods/items that are suspected to have been stolen from the college.</i></b>	<b><i>M</i></b>	
<b><i>7</i></b>	<b><i>Ready to provide witness in court in any theft related cases</i></b>	<b><i>M</i></b>	
<b><i>8</i></b>	<b><i>Control visitors to the College’s premises by having visitors register book</i></b>	<b><i>M</i></b>	
<b><i>9</i></b>	<b><i>Providing reception services</i></b>	<b><i>M</i></b>	
<b><i>10</i></b>	<b><i>Monitoring and checking movement of Government properties including vehicles at the College during day and night</i></b>	<b><i>M</i></b>	
<b><i>11</i></b>	<b><i>Undertake adhoc searches on staff and visitors leaving the premises as may be seen fit</i></b>	<b><i>M</i></b>	

<b>Item No.</b>	<b>Technical Specification of items required including applicable standards</b>	<b>Mandatory</b>	<b>Compliance to Requirements</b>
12	Submit monthly incidence report to the Controlling Officer highlighting areas that are of security concern	M	
13	In the event of strike or civil disobedience and demonstrations, ensure that entry into the building is restricted	M	
14	Ensure that all security officers <b>should always be in uniform all the time while on duty</b>	M	
15	Security Officers should possess appropriate security equipment like Torch, Button sticks, communication equipment like radio communication, wireless message/phone/ whistle or any that can assist in making sure that any incidences happening at any time can easily be communicated as soon as possible	M	
16	Ensure that all security guards employed <b>should be screened and approved/vetted by the Police</b>	M	
17	Ensure swift replacement of absentees <sup>a</sup>	M	
18	Must have a book for recording all the important security incidence which must be checked from time to time	M	
19	Guard on duty should prepare hand over notes for the guard in the next shift		
20	Must make sure that each deployed guard must be sober at work (not drunk).	M	
21	The firm must have financial enough resources to enable timely payment of salaries to employees and not depending on what is owed by the College	M	

**Note:** <sup>a</sup> Payment shall be based on actual guards present. This shall be verified by the registers of the guards at each and every post

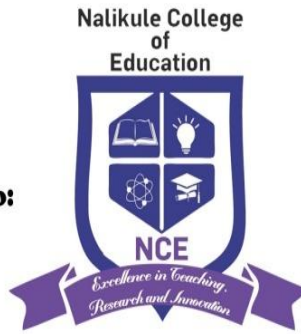
### **Completion Schedule**

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

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

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## **BENEFICIAL OWNERSHIP DISCLOSURE FORM**

### ***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 trust, the trustee (s), beneficiaries, or anyone who controls the trust.*

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

<b>Identity of Beneficial Owner</b>	<b>Directly or indirectly holding 5% or more of the shares (Yes / No)</b>	<b>Directly or indirectly holding 5 % or more of the Voting Rights (Yes / No)</b>	<b>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)</b>
[include full name (last, middle, first),			

<b>Identity of Beneficial Owner</b>	<b>Directly or indirectly holding 5% or more of the shares (Yes / No)</b>	<b>Directly or indirectly holding 5 % or more of the Voting Rights (Yes / No)</b>	<b>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)</b>
nationality, country of residence, telephone number(s), email address,			

**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**]<sup>1</sup>

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**]<sup>2</sup>

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 of .....2025

<sup>1</sup> 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.

<sup>2</sup> 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.