

Telephone: (265) 01 754 631
PROGRAMME
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MALAWI UNIVERSITIES DEVELOPMENT
PRIVATE BAG 314,
LILONGWE 3

Date: 17th March, 2025.

REF: ADM/1

REQUEST FOR QUOTATIONS FOR GUARDING SERVICES

Procurement Number: IPDC/RFQ/25-26/MUDEP/005

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

Cleaning Services to offices, at HB House, adjacent to Chipiku Plus, along Paul Kagame Road

Item Number	Description of Services and Related Goods	Quantity	Unit of Measure
1	Provision of Cleaning Services to the Malawi Universities Development Programme , for the period of 12months - The firm must meet minimum wage according to Government of Malawi minimum wage scale for its staff	4 Cleaners and 1 Supervisor	Each

- 2) Services are to commence on **To be advised**
- 3) Services are to be completed by: **12 months' contract** from the date of order.
- 4) Quotations must be valid for: **90 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.
Quotations must be received, in sealed envelopes no later than: **Thursday 27th March, 2025 at 14:00 Hours.**
- 6) Quotations must be returned to: **IPDC Chairperson, Malawi Universities Development Programme, Paul Kagame Road, HB House, Near Chipiku Plus on First Floor, Private Bag 314, Lilongwe 3.**
- 7) 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.

- 8) 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:

Name:

IPDC Chairperson

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/weeks/months from date of Purchase Order.
- 3) Services to be completed bydays/weeks/months 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:
 - (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 at least three similar traceable recent Government contracts performed
 - (v) A copy of Valid PPDA Certificate
 - (vi) Beneficial Ownership Disclosure Form- **This is compulsory**
- 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: _____

(DD/MM/YY)

Authorised for and on behalf of:

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.

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	Frequency	Unit Price Kwacha	Total Price Kwacha
1	Office cleaning	1 Conference room on 1 st floor 7 offices on 1 st floor 1 basement	Once a day		
2	Window and door cleaning	each	Once a month		
3	Floor polishing	each	Once a week		
4	Ceiling cleaning	each	Once a month		
5	Wall cleaning	each	Once a month		
6	Tiles (floor cleaning)	each	Daily		
7	Toilet cleaning	each	Three times a day		
8	Corridor cleaning	each	Twice a day		
9	Furniture and equipment	each	Once a day		
10	Reception area cleaning	each	Twice a day		
11	Cleaning 1 car park	each	Daily		
12	Washing MUDEP vehicles	each	Daily		
Itemised summary cost covering a period of one year					
1	Labour - 4 Cleaners and 1 Supervisor				
2	Materials				
3	Other cost				
4	Service charge 10%				
	Sub-total				
5	Government tax 16.5%				
	PPDA Levy 1%				
				TOTAL/ month	
				Total/ 12months	

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

ATTACHMENT 1

Statement of Requirements (Technical Specifications) and Compliance Sheet

Proc Ref. No: IPDC/RFQ/25-26/MUDEP/005

Date: 17th March 2025.

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

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.

<i>Item No.</i>	<i>Technical Specification of items required including applicable standards</i>	<i>Mandatory</i>	<i>Compliance to Requirements</i>
<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>
1	Provision of Cleaning Services to the Malawi Universities Programme Development for a period of 12 months	M	
2	Office cleaning <ul style="list-style-type: none">• 1 Conference room on 1st floor• 7 offices on 1st floor• 1 basement	M	
3	Window and door cleaning	M	
4	Floor polishing	M	
5	Ceiling cleaning	M	
6	Wall cleaning	M	
7	Tiles (floor cleaning)	M	
8	Toilet cleaning	M	
9	Corridor cleaning	M	
10	Furniture and equipment	M	
11	Reception area cleaning	M	
12	Cleaning 1 car park	M	
13	Washing MUDEP vehicles	M	
14	Staff must be in uniform at all times when discharging their duties	M	
15	Provide protective wear to staff at all times	M	
16	Reporting to the Client for Maintenance needs i.e. water leakages, toilet blockages e.t.c.	M	
17	The service provider shall provide cleaners who are adequately trained in their job including their references (Both Male and Female)	M	
18	The Service provider shall inform the client, in writing, of the identity of all staff allocated to perform the duties in the premises (whether they are employed on a permanent or temporary basis), by supplying a copy of their ID card. They shall in addition inform, in writing in advance, of the identity of any replacement staff.	M	

ATTACHMENT 2

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

Identity 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 Board of 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 [insert **ordinal number**] day of [insert **month**], [insert **year**]

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 Owner 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.