

Telephone: 265 999600768

Fax :

e-mail:



MINISTRY OF INFORMATION,
DEPARTMENT OF E - GOVERNMENT
NATIONAL COLLEGE OF INFORMATION TECHNOLOGY
P.O. BOX 30319
CHICHIRI
BLANTYRE 3

Communications should be addressed to:

*The Principal, National College of
Information Technology*

REQUEST FOR QUOTATIONS (FOR MAINTENANCE WORKS)

Procurement Number: NACIT/BT/H/(05)

To:

Date:

The Procuring Entity named above invites you to submit your quotation for the service described herein. Partial Quotations may be rejected, and the Purchaser reserves the right to award a contract for selected services only. 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 Supply and Delivery

2) Quotation prices should be based on:

For service supplied from within Malawi; EXW – insured and delivered to *NACIT Blantyre*

for service supplied from outside of Malawi; CIP to N/A

3) The delivery period required is *2 weeks*/ from date of order.

4) Quotations must be valid for *30 days* from the date for receipt given below.

5) The warranty/guarantee offered shall be: *6 months*.

6) 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.

7) Quotations must be received, in sealed envelopes, no later than: *2pm on 12 September 2025*

8) Quotations must be returned to:

THE CHAIRPERSON

INTERNAL PROCUREMENT COMMITTEE

NATIONAL COLLEGE OF INFORMATION AND TECHNOLOGY

P.O.BOX 30319

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9) The attached Schedule of Requirements at Section C, details the items to be purchased. You are requested to quote each lot separately, bidders can quote all or selected lots

10) [List any other requirements e.g. the provision of samples]

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.

Signed: Name.....

Title/Position:

For and on behalf of the Purchaser

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Procurement Number: NACIT/BT/02

Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information/certification required within this RFQ.

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. A copy of our Trading Licence,
 - ii. A copy of our Annual Tax Clearance Certificate (for the last Financial Year),
 - iii. A copy of PPDA certificate
 - iv. A list of similar recent contracts performed,
 - v. [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 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: _____

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: DESCRIPTION OF VARIOUS MAINTENANCE WORKS

BIDDERS WILL BE REQUIRED TO ATTEND A BRIEFING SESSION ON 2 SEPTEMBER 2025 FROM 2PM AT
NACIT BLANTYRE

Lot 1: Roof Repairs

- Replace two (2) worn-out iron sheets.
- Weld all visible holes in the roof to prevent leakage.
- Paint all existing iron sheets to enhance durability and improve appearance.
- Fix and secure the roof ridge to ensure structural integrity and prevent water seepage.
- Fix the lab corridor roof
- Fix main entrance roof for the lab wing

Lot 2: Classroom Renovations

- **Mulunguzi Classroom:**
 - Install a new ceiling.
 - Repaint the entire classroom, including ceiling, door, windows and walls.
- **Ruo Classroom:**
 - Replace the entire ceiling.
 - Repaint all walls, ceiling and windows.
 - Replace all window handles.

Lot 3: Corridor Works

- Tile the external corridor area outside the Ruu classroom.

Lot 4: Building and Utility Room Renovations

- Repaint the entire exterior of the Lab and Degree Class Wing.
 - Repaint all doors and louvered windows.
 - Replace the louver with windows in the guard toilets.
 - Paint the door to the generator change over switch room.
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Lot 5: Drainage Works

- Construct or rehabilitate the drainage system around the entire laboratory building and the old wing to ensure proper water flow

Lot 6: Hostel Paving

- Install interlocking paving blocks around the area between the hostel and classes.

Lot 7: New Wing Finishing

- Apply brick sealer and paint to the new wing to match the finishing of the hostel.
- Install protective board panels around the walls inside 5 classrooms to prevent chairs from damaging the surfaces.
- Painting inside the classes and except for the degree class
- Vanish the main entrance door

Lot 8: Fence and Gate Painting

- Repaint the entire perimeter fence.
- Repaint the main entrance gate.
- Paint guard room

Lot 9: Laboratory Interior Painting

- Repaint the entire interior of the laboratory building, including all walls, ceilings, and interior doors.

The following attachments are appended to clarify the Description of Services:

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of Company:

Company: _____