

**MALAWI POSTS CORPORATION
P. O. Box 602 BLANTYRE**

REQUEST FOR QUOTATIONS

Procurement Number: MPC/FENCE/6/1

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To:
.....
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Date: 16th June, 2026

The Procuring Entity named above invites you to submit your quotation for the goods described herein. Partial Quotations may be rejected, and the Purchaser reserves the right to award a contract for selected items 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) **Extension of Lilongwe Post office fence**
- 2) Quotation prices should be based on:
for goods supplied from within Malawi; EXW – insured and delivered to: **Lilongwe Post office**
- 3) The delivery period required is **5 days** 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: **N/A**
- 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: **2:00 PM on 22nd June, 2026**
- 8) Quotations must be returned to: **The Chairperson, MPC IPDC, P O Box 602 Blantyre. For any clarification call 0999351362 or email timothy.makwani@malawipost.post**
- 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.

Signed: Name: T. Makwani
Title: Procurement Manager
For and on behalf of the Malawi Post Corporation

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. **Section C of the Request for Quotations completed and signed;**
 - ii. **Valid copy of NCIC Certificate (MK100 Million and above)**
 - iii. **MSME Registration Certificate**
 - iv. **Valid copy Tax Clearance Certificate (TCC),**
 - v. **Valid Copy of PPDA Registration Certificate**
 - vi. **Malawi Government Registration Certificate**

6) Qualification Criteria

To qualify for award of the Contract, bidders shall meet the minimum qualifying criteria:

- (a) average annual volume of construction work over the past **2 years of at least 200 million kwachas;**
- (b) experience as prime contractor in the construction of at least **2 works** of a nature and complexity equivalent to the Works over the last **2 years** (to comply with this requirement, works cited should be at least **seventy (70) percent** complete);
- (c) proposals for the timely acquisition (own, lease, hire, etc.) of the following essential equipment: **Hoes, shovels, wheel barrows, Pickup truck**
- (d) personnel with the following qualifications and experience: **Degree/Diploma in Civil Engineering with 2 years' experience OR Road Foremanship certificate from Ministry of Transport and Public Works /NCIC with 10 years' Experience**

7) 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.

8) 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.

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

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	Lilongwe Post office fence extension	Each	1		
				Sub Total	
				17.5 % VAT	
				Grand Total	

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

[List any attachments providing additional specification of the goods required]

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

	PRELIMINARY AND GENERAL ITEMS	K t
	<p>PROVIDE FOR THE FOLLOWING ITEMS</p> <p>1001 Plant and Equipment</p> <p>1002 Contractor's supervision</p> <p>1003 Safeguarding the works, plant and materials</p> <p>1004 Maintenance of roads and footpaths</p> <p>1005 Protection of services</p> <p>1006 Protection of existing buildings</p> <p>1007 Protection of trees and shrubs</p> <p>1008 Working within the site</p> <p>1009 Notice Board</p> <p>1010 Testing of samples</p> <p>1011 Water for works</p> <p>1012 Lighting and power for the works</p> <p>1013 Avoidance of nuisance to the neighbourhood</p> <p>1014 Temporary roads</p> <p>1015 Temporary buildings</p> <p>1016 Instruments for Project Manager</p> <p>1017 Temporary telephones</p> <p>1018 Temporary screens and boardings</p> <p>1019 General scaffolding</p> <p>1020 Protecting and cleaning the works</p> <p>1021 Removing rubbish</p> <p>1022 Insurance / Bond</p> <p>1023 Healthy and Safety</p> <p>1024 Allow for Architect's or Supervisor's administrative costs</p>	
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Item	MAIN SUMMARY	Unit	Qty	Rate	K	t
	SUMMARY					
			<u>Page</u> <u>No</u>			
	PRELIMINARIES		1.10			
	DEMOLITIONS		2.10			-
	BOUNDARY WALL FENCE		3.30			-
	SUB-TOTAL				K	-
	Add: Contingency for design, physical and price changes to be spent or deducted at the descretion of the Architect/Supervising Officer		5%		K	-
					K	-
	Add: VALUE ADDED TAX (V.A.T)		17.5%		K	-
	Add: CIRA LEVY		1.0%		K	-
	Add: PPDA LEVY		1.0%		K	-
MAIN SUMMARY TOTAL CARRIED TO BID SUBMISSION FORM						-