



PRIVATE BAG A 146, LILONGWE 3

REQUEST FOR QUOTATIONS (FOR NON CONSULTANCY SERVICES)

PROCUREMENT REFERENCE NUMBER: CIRA/TAXSERVICES/01/2025/26

To:

.....

Date: 03rd February 2026

The Procuring and Disposing 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 except where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS

1. Description of Services and Location

PROVISION OF TAX SERVICES

2. Services are to commence within: **7 days** from the date of order.
3. Services are to be completed within: **12 Months** from the date of commencement.
4. Quotations must be valid for **30 days** from the deadline of submission.
5. Quotations and supporting documents as specified in Section B must be marked with the Procurement Reference Number given above and indicate acceptance of the stated terms and conditions.
6. Quotations must be received, in sealed envelopes no later than: **10:00 hours on 10th February 2026**.

Quotations must be returned to the Chairperson of the IPDC:

Construction Industry Regulatory Authority,

Private Bag, A146,

Lilongwe

Standard Bidding Document for Request for Quotation for Non-Consultancy Services

7. The attached Schedule of Rates and Prices in 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 C and D. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services including all taxes, levies 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.

Your quotation is to be returned on this Form by completing and returning Sections C and D including any other information and certification as stated within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

1. Currency of Quotation:
2. Services will commence within [insert number] [days/weeks/months] from date of Purchase Order.
3. Services to be completed within [insert number] [days/weeks/months] from date of commencement.
4. Validity period of this quotation is [insert number] [days/weeks/weeks] from the deadline for submission.
5. We enclose the following documents:
 - (i) Section C of the Request for Quotations completed and signed;
 - (ii) A copy of your current Trading Licence
 - (iii) A copy of your current Annual Tax Clearance Certificate
 - (iv) A copy of your current PPDA Certificate.
 - (v) Three copies of recent Government contracts performed
 - (vi) Provide a brief schedule for the service.
 - (vii) Refer the TOR Attached for more detailed reference.
 - (viii) Copies or pictures of your fleet
 - (ix) Particulars of driver to prove eligibility.
6. We offer to supply in conformity with the Request for Quotations Documents and in accordance with the delivery schedule required in Section D: Schedule of Requirements.
7. We have examined and have no reservations to the Request for Quotations Document, including Addenda No: of Addenda.
8. Our price shall be fixed for the duration of the validity period.

**Standard Bidding Document for Request for Quotation for
Non-Consultancy Services**

9. We declare that our firm, Directors and Beneficial owners do not engage in corrupt, fraudulent and/or uncompetitive practices whenever participating in procurement proceedings.

AUTHORISED BY: *[to be completed by someone who has the power of attorney for the Bidder]*

Signature _____ Name: _____
:

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of (Company name):

Company _____
:

Registered Address:
.....

.....*If any additional documentation is attached to your quotation, a signature and authorisation in Section C and Section D is still required as confirmation that the terms and conditions of this RFQ prevail over any attachment. If the Quotation is not authorised in Section C and Section D, the quotation may be rejected.*

**Standard Bidding Document for Request for Quotation for
Non-Consultancy Services**

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 Tax Services “please refer the below Terms of Reference for more details”.				
<i>Sub-Total</i>					
<i>VAT</i>					
<i>PPDA Levy (1%)</i>					
<i>Total Bid Price</i>					

Notes: The Procurement Levy is calculated based on Sub-total before taxes.

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: _____

Official Date Stamp: _____

SECTION D: Beneficial Ownership Disclosure

**Standard Bidding Document for Request for Quotation for
Non-Consultancy Services
T1B 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 joint venture, the Bidder must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of 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 your request in the Letter of Acceptance dated [insert date of letter of Acceptance] to furnish additional information on beneficial ownership: [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

**Standard Bidding Document for Request for Quotation for
Non-Consultancy Services**

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]			

OR

(ii) We declare that there is no Beneficial Owner meeting one or more of the following conditions:

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
- 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;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- 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]

Standard Bidding Document for Request for Quotation for Non-Consultancy Services

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder]"
- 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;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- 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 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.

**Standard Bidding Document for Request for Quotation for
Non-Consultancy Services**

SECTION E: EVALUATION OF QUOTATIONS

1. Quotations that are responsive, qualified and technically compliant will be ranked according to price.
2. Award of contract will be made to the lowest evaluated quotation by the issue of a Local Purchase Order.

Signed: 

Name **Eng. Gerald T. Khonje**

Title/Position: **CHIEF EXECUTIVE OFFICER**

For and on behalf of the Procuring and Disposing Entity

Standard Bidding Document for Request for Quotation for Non-Consultancy Services

TERMS OF REFERENCE - PROVISION OF TAXI SERVICES FOR FERRYING DRIVERS TO AND FROM THEIR HOMES

1. Background

CIRA requires reliable Taxi Operator to support its drivers by providing safe and timely service to ferry them from and to their respective homes to the workplace and back. This service is intended to enhance operational efficiency, ensure punctuality, and promote staff safety, particularly during early morning or late-night duty hours.

2. Objective of the Assignment

The main objective of this engagement is to procure professional taxi services to provide transportation for organizational drivers between their residences and designated duty stations.

Specific objectives include:

- Ensuring safe and timely movement of drivers.
- Reducing delays in reporting for duty.
- Providing dependable transport support during official operations.
- Enhancing driver welfare and security.

3. Scope of Services

The taxi service provider shall be responsible for the following:

- Providing transport for drivers from their homes to the office and return.
- Operating on a daily basis or as per duty schedules provided by CIRA.
- Offering services during early morning, late evening, weekends, and public holidays when required.
- Ensuring vehicles are roadworthy, clean, and compliant with transport regulations.
- Providing standby support in case of emergencies or schedule changes.
- Submit invoices weekly / fortnight.

4. Responsibilities of the Client

The Client shall:

- Provide schedules and transport requirements in advance where possible.
- Designate a focal person to coordinate with the taxi provider.
- Verify and approve invoices.
- Facilitate timely payment in accordance with contract term