

Standard Bidding Document for Request for Quotation



Request for Quotations (for Works)

Procurement Reference Number: MACRA-IPDC-ADMIN-RFQ-WORKS-2025-2-4

To:
.....
.....

Date: **12th February 2026**

The Procuring and Disposing Entity named above invites you to submit your quotation for carrying out the Works 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 Works and Location: External Security Lighting System for MACRA Blantyre Offices as described below:

- ***Supply, Delivery and Installation of 46 External Security Lights with associated works at Senior Chief Kapeni VII Campus, 8 Kasungu Crescent, Chichiri, Blantyre***

[Insert Brief Description of the Works, including location. Insert, if necessary, Drawings and/or Specifications as Attachment to the RFQ] 2)
Works are to commence within: *1 (One) day from the date of order.*

- 3)** Works to be completed within *14 days (two) weeks from the date of order.*
- 4)** Quotations must be valid for: *45 days from the deadline for submission.*
- 5)** Quotations and supporting documents as specified in Section C must be clearly marked with the Procurement Number given above and must indicate acceptance of the stated terms and conditions.

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- 6) Quotations must be received, in sealed envelopes no later than: **12:00hrs on Tuesday, 17th February 2026.****
- 7) Quotations must be returned to the Chairperson of IPDC: [at address below]**

**The Chairman – Internal Procurement and Disposal Committee
(IPDC)**
Malawi Communications Regulatory Authority (MACRA)
Senior Chief Kapani VII Campus
8 Kasungu Crescent
Chichiri
Private Bag 261
BLANTYRE
312225

- 8) MALAWI** The attached Activity Schedule (for lump sum contracts) or Schedule of Rates and Prices (for contracts where payment is based on unit prices) **[delete as appropriate]** at Section D details the works 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 works including all taxes and duties. The whole cost of performing the works shall be included in the items stated and the cost of any incidental works shall be deemed to be included in the prices quoted.
- 9) Payment to the contractor shall be made within 30 (Thirty) days from the date of receipt of invoice.**

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

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation:**
- 2) Works will commence within [insert number] [days/weeks/months] from date of Purchase Order.**
- 3) Works will be completed within [insert number] [days/weeks/months] from date of Purchase Order.**
- 4) Validity period of this quotation is [insert number] [days/weeks/months] from the date for receipt of Quotations.**
- 5) We attach the following documents:**
 - (a) Section D or E of the Request for Quotations completed and signed.
 - (b) A copy of our Trading Licence; (From registrar of government business)
 - (c) A copy of our Annual Tax Clearance Certificate (for last financial year);
 - (d) A list of recent Government contracts performed.
 - (e) A copy of valid CIRA Certificate (MK500m Electrical Category)
 - (f) A copy of valid MERA Electrical Installation category C permit; and
 - (g) Assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than **MK10Million**

Qualification Criteria

- a) average annual volume of construction work over the past MK50 Million of the last **3 years; (from year 2023)**
- (b) experience as prime contractor in the construction of at least **3** works of a nature and complexity equivalent to the Works over the last **3** 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: **a) Extendable ladders, b) Electrical Installation Toolbox, c) 1no. vehicle**
- (d) personnel with the following qualifications and experience:
 - 1) **Foreman** – Certificate in Electrical Installation or related field with 5 years' experience

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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].

We have examined and have no reservations to the Request for Quotations Document, including Addenda No: (Insert Number and date) of Addenda).

Our price shall be fixed for the duration of the validity period.

We declare that our firm, Directors and officials 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 at Section C and D 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 C and D, the quotation may be rejected.

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SECTION C: ACTIVITY SCHEDULE (TO BE PRICED BY BIDDER)

For Lump Sum Contracts

Item No.	Description of Activity	Price in Kwacha
1	Supply, Delivery and Installation of 46 External Security Lights with associated works at Senior Chief Kapani VII Campus, 8 Kasungu Crescent, Chichiri, Blantyre	
	Attached are the Bill of Quantities (BOQs) and associated documents	
	Sub-Total A	
	15% contingency	
	Sub-Total B	
	VAT (17.5%)	
	CIRA Levy (1%)	
	PPDA Levy (1%)	
	Total Lump Sum Price	

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

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

[List each attachment e.g. drawings and detailed technical specifications]

Authorised By:

Signature: _____ Name: _____

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

Authorised for and on behalf of:

Company: _____

If any additional documentation is attached to your quotation, a signature and authorisation at Section C and D is still required as confirmation that the terms and conditions of this RFQ prevail over any

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	Total Lump Sum Price	

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

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

[List each attachment e.g. drawings and detailed technical specifications]

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

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SECTION D: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)

For Contracts where Payment is to be based on Quantities of Work performed (admeasurement) at the unit rates quoted

Item No.	Description of Work	Unit of Measure	Estimated Quantity	Unit Price in Kwacha	Total Price in Kwacha
1	G/H - Supply and Install 150 watts LED Flood lights facing the outside of the fence	Each	2		
2	G/H - Supply and Install 200 Watts LED Flood lights facing the inside of the fence	Each	5		
3	EXE - Supply and install 200 watts Flood Lights on the roof facing the back side	Each	3		
4	EXE - Supply and install 500 watts Flood Lights on the roof facing the feeder pillar area	Each	3		
5	EXE - Supply and install 200 watts Flood Lights on the roof facing the front car park	Each	3		
6	ICT - Supply and install 200 watts Flood Lights on the roof facing the front car park	Each	2		
7	ICT - Supply and install 200 watts Flood Lights on the roof facing the front car park and area between procurement and Broadcasting	Each	2		
8	ICT - Supply and install 200 watts Flood Lights on the roof facing the backside (tower area)	Each	6		
9	ECO - Carefully remove the Bulkhead fittings and replace with 200 watts Flood Lights east side of the building	Each	2		
10	ECO - Carefully remove the Bulkhead fittings and replace with 200 watts Flood Lights in the front Area	Each	2		
11	BC - Carefully remove the Bulkhead fitting and replace with 200 watts Flood Lights Front side of the building	Each	1		
12	BC - Carefully remove the Bulkhead fitting and replace with 200 watts Flood Lights on the west side	Each	2		

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13	PROC - Carefully remove the Bulkhead fitting and replace with 200 watts Flood Lights on the east side	Each	2		
14	PROC - Carefully remove the Bulkhead fitting and replace with 200 watts Flood Lights on the back of the building	Each	2		
15	GYM - Carefully remove Bulkhead fitting and replace with 200 watts Flood Lights on the west side of the building	Each	4		
16	GYM - Carefully remove Bulkhead fitting and replace with 200 watts Flood Lights on the back of the building	Each	4		
17	GYM - Carefully remove Bulkhead fitting and replace with 200 watts Flood Lights on the back centre of the building	Each	1		
			Sub-Total A		
			15% contingency		
			Sub-Total B		
			VAT 17.5%		
			NCIC Levy 1%		
			PPDA Levy 1%		
			Total Contract Price		

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

1. Bills of Quantities (BOQs) and detailed technical specifications for associated accessories and works

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

Authorised for and on behalf of:

Company: _____

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SECTION E: 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

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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]

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights

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- 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.

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SECTION F: EVALUATION OF QUOTATION

- 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: **Herbert Mkhomawantu**

Title/Position: **Procurement & Supply Chain Manager**

For and on behalf of the Procuring and Disposing Entity

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1. DEFINITIONS

“Contract” means a legally binding agreement between two or more parties formed by the mutual consent of the parties;

“Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations;

“Goods” means objects of every kind and description, including raw materials, products and equipment, and objects in solid, liquid or gaseous form, and electricity, as well as services incidental to the supply of the goods if the value of those incidental services does not exceed the value of the goods themselves;

“Incidental Services” means those services ancillary to the supply of the Goods or performance of works and may include transportation, insurance, installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract;

“Services” means professional, technical, advisory, or maintenance obligations of the Supplier under a Contract for the provision of Services;

“Works” means works associated with the construction, reconstruction, demolition, repair or renovation of a building, road, structure or works, such as site preparation, excavation, erection, building, installation of equipment or materials, decoration and finishing, as well as services incidental to construction such as drilling, mapping, satellite photography, seismic investigations, and related services provided pursuant to a procurement contract, if the value of those services does not exceed that of the works themselves;

“Procuring and Disposal Entity” means a Government ministry, department, agency, any other public body or any subdivision

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thereof engaging in procurement or disposal of public assets;
and

“Supplier” means a natural, or legal person, who has entered into a procurement contract with a Procuring and Disposing Entity.

2. COUNTRY OF ORIGIN

- 2.1 All Goods, and Services supplied under the Contract shall have their origin in eligible countries and territories. Eligible countries shall include all member states of the United Nations.
- 2.2 For purposes of this Clause, “origin” means the place where the Goods were mined, grown, or produced, or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognised new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 2.3 The origin of Goods, Works and Services is distinct from the nationality of the Supplier.

3. STANDARDS

- 3.1 The Goods, Works and Services supplied under the Contract shall conform to all standards and requirements mentioned in the technical specifications, plans, drawings, terms of reference or other documentation forming part of the Contract.

4. PATENT RIGHTS

- 4.1 The Supplier shall indemnify the Procuring and Disposing Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods, output of the services, performance of the works, or any part thereof in the Republic of Malawi.

5. INSPECTIONS AND TESTS

- 5.1 The Procuring and Disposing Entity or its representative shall have the right to inspect and/or to test the Goods, Works or Services to confirm their conformity to the Contract at no extra cost to the Procuring and Disposing Entity. The Contract shall specify any inspections and tests the Procuring and Disposing Entity requires and where they are to be conducted. The Procuring and Disposing Entity shall

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notify the Supplier in writing of the identity of any representatives retained for these purposes.

5.2 Inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the project site. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring and Disposing Entity.

5.3 Should any inspected or tested goods, works or services fail to conform to the Specifications, the Procuring and Disposing Entity may reject the Goods, Works or Services and the Supplier shall either replace or make alterations necessary to meet specification requirements free of cost to the Procuring and Disposing Entity.

5.4 The Procuring and Disposing Entity's right to inspect, test and, where necessary, reject the Goods, Works or Services shall in no way be limited or waived by reason of having previously been inspected, tested, and passed by the Procuring and Disposing Entity or its representative prior to shipment, installation or other performance in the Republic of Malawi.

5.5 Nothing in GCC Clause 7 shall in any way release the Supplier from any warranty or other obligations under this Contract.

6. PACKING

6.1 The Supplier shall provide such packing of Goods as is required to prevent damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination and the absence of heavy handling facilities at all points in transit.

6.2 Packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements specified in the contract documents and through any subsequent instructions issued by the Procuring and Disposing Entity.

7. DELIVERY AND DOCUMENTS

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7.1 The Supplier, in accordance with the terms specified in the Schedule of Requirements, shall make delivery of Goods. The details of shipping and/or other documents to be furnished by the Supplier are specified in the Contract.

7.2 For purposes of the Contract, all trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of Incoterms published by the International Chamber of Commerce, Paris.

7.3 Documents to be submitted by the Supplier are specified in the Contract and shall include certificates issued by the Procuring and Disposing Entity confirming acceptance of the Goods, Works or Services delivered or provided by the Supplier

8. INSURANCE

8.1 Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery in the manner specified in the contract document.

8.2 Where delivery of Goods is required by the Procuring and Disposing Entity on a CIF or CIP basis, the Supplier shall arrange and pay for cargo insurance, naming the Procuring and Disposing Entity as beneficiary. The insurance shall be for 110 percent of the CIF or CIP value on a "warehouse to warehouse" All Risks basis including War Risks and Strikes.

8.3 For Works contracts, the Supplier shall provide insurance cover, from the Start Date to the end of the Defects Liability Period, for the following events—

- (a) loss of or damage to the Works, Plant, and Materials;
- (b) loss of or damage to Equipment;
- (c) loss of or damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract; and (d) personal injury or death.

8.4 For Services contracts the Supplier shall provide—

- (a) public liability insurance;
- (b) third party insurance;
- (c) professional liability insurance, where appropriate; and
- (d) employer's liability and workers' compensation insurance in respect of the personnel of the Supplier and of any sub-consultant.

9. TRANSPORTATION

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9.1 Transportation of Goods shall be in accordance with the general provisions of the Incoterm selected. No restriction shall be placed on the choice of carrier.

9.2 Where the Supplier is required under the Contract to transport Goods to a specified destination within the Republic of Malawi, defined as the delivery site, transport, including insurance and storage, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.

10. PROHIBITION OF CHILD LABOUR AND OTHER HARMFUL LABOUR PRACTICES

The Supplier shall not employ children. This is because it is economically exploitative, hazardous and interferes with the child's education; and is harmful to the child's health or physical, mental, spiritual, moral, or social development.

11. PROTECTION OF THE ENVIRONMENT

11.1 The Supplier shall take all reasonable steps to protect the environment (both on and off the Site) and to limit damage and nuisance to people and property resulting from pollution, noise and other results of his operations.

11.2 The Supplier shall ensure that emissions, surface discharges and effluent from the Contractor's activities shall not exceed the values stated in the Specification or prescribed by applicable Laws.

12. INCIDENTAL SERVICES

A Supplier may be required to provide any additional services as specified within the Contract.

13. SPARE PARTS

If specified in the Contract, the Supplier may be required to provide materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier including such spare parts as the Procuring and Disposing Entity may decide to purchase from the Supplier, provided that this decision shall not relieve the Supplier of any warranty obligations under the Contract.

14. WARRANTY

14.1 The Supplier warrants that goods and materials supplied under the Contract are new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

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The Supplier further warrants that all Goods supplied under this Contract shall have no defect arising from design, materials, or workmanship or from any act or omission of the Supplier, which may develop under normal use of the supplied goods in the conditions prevailing in the Republic of Malawi.

14.2 The Supplier warrants that all Works and Services performed under the contract shall be of the highest professional and technical standards.

14.3 Warranties shall remain valid for twelve (12) months after final acceptance of the Goods or Works by the Procuring and Disposing Entity, unless specified otherwise in the Contract.

14.4 The Procuring and Disposing Entity shall promptly notify the Supplier in writing of any claims arising under this warranty.

14.5 Upon receipt of such notice, the Supplier shall, with all reasonable speed, repair or replace the defective goods, works or parts thereof, without costs to the Procuring and Disposing Entity.

14.6 If the Supplier, having been notified, fails to remedy any defect within the period specified in the contract, the Procuring and Disposing Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring and Disposing Entity may have against the Supplier under the Contract.

15. PAYMENT

15.1 The Supplier's request(s) for payment shall be made to the Procuring and Disposing Entity in writing, accompanied by an invoice describing, as appropriate, the goods delivered, works completed or services performed, and by documents submitted pursuant to clause 7, and upon fulfilment of other obligations stipulated in the Contract.

15.2 The Procuring and Disposing Entity shall make payments within forty-five (45) days from the date of submission of an invoice or claim by the Supplier.

15.3 The currency of payments shall be Malawi Kwacha unless otherwise stated in the contract.

16. PRICES

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Prices charged by the Supplier for goods delivered and works or services performed under the Contract shall not vary from the prices quoted by the Supplier.

17. CONTRACT AMENDMENTS

No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

18. ASSIGNMENT

The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the prior written consent of the Procuring and Disposing Entity.

19. DELAYS IN THE SUPPLIER'S PERFORMANCE

19.1 Delivery of goods and/or performance of works or services shall be completed by the Supplier in accordance with the time schedule prescribed in the contract.

19.2 If at any time during performance of the Contract, the Supplier or its subcontractor encounters conditions impeding timely delivery of the Goods or performance of the Works or Services, the Supplier shall promptly notify the Procuring and Disposing Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring and Disposing Entity shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

19.3 Except as provided under clause 22, a delay by the Supplier in the performance of contractual obligations may render the Supplier liable to the imposition of liquidated damages pursuant to clause 20, unless an extension of time is agreed upon pursuant to clause 17.

20. LIQUIDATED DAMAGES

20.1 If the Supplier fails to deliver any or all of the goods or to perform the works or services within the period(s) specified in the Contract, the Procuring and Disposing Entity may, without prejudice to other remedies under the Contract, deduct from the Contract Price as liquidated damages, a percentage of the price of the delayed goods or unperformed works or services for each week or part thereof of delay until actual delivery or performance.

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20.2 Once the maximum is reached, the Procuring and Disposing Entity may consider termination of the Contract pursuant to clause 21.

21. TERMINATION FOR DEFAULT

21.1 The Procuring and Disposing Entity, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part—

- (a) if the Supplier fails to deliver any or all of the goods or to perform the works or services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring and Disposing Entity pursuant to clause 17;
- (b) if the Supplier fails to perform any other obligation(s) under the Contract; and
- (c) if the Supplier, in the judgment of the Procuring and Disposing Entity, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract.

21.2 In the event the Procuring and Disposing Entity terminates the Contract in whole or in part, pursuant to clause 19.1, the Procuring and Disposing Entity may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the Supplier shall be liable to the Procuring and Disposing Entity for any excess costs for such similar goods, works or services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

21.3 For the purpose of this Clause—

“Coercive practices” mean practices intended at harming or threatening to harm, directly or indirectly, a person or a person’s asset, to influence that person’s participation in a procurement or disposal proceeding, or effect the execution of a procurement or disposal contract;

“Collusive practice” means a scheme or arrangement between two or more Suppliers, with or without the knowledge of the Procuring and Disposing Entity, designed to establish prices at artificial, non-competitive levels;

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“Corrupt practice” has the meaning ascribed to the term by the Corrupt Practices Act (Cap 7:04 of the Laws of Malawi);

“Fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract; and

“Obstructive practice” means deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.

FORCE MAJEURE

22.1 Notwithstanding the provisions of clauses 17, 18, and 19, the Supplier shall not be liable for liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is a result of an event of Force Majeure.

22.2 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring and Disposing Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring and Disposing Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

22.3 For purposes of this Clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring and Disposing Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

22. TERMINATION FOR CONVENIENCE

23.1 The Procuring and Disposing Entity, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring and Disposing Entity’s convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

Standard Bidding Document for Request for Quotation

23.2 The Procuring and Disposing Entity shall accept goods that are complete and ready for shipment within thirty (30) days after the Supplier's receipt of notice of termination at the Contract terms and prices. For the remaining goods, the Procuring and Disposing Entity may decide—

- (a) to have any portion completed and delivered at the Contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed goods, works and services and for materials and parts previously procured by the Supplier.

23.3 For Works contracts, the Procuring and Disposing Entity shall issue a payment certificate for the value of work done, materials ordered, the reasonable costs of removal of equipment and securing the site, and relocation of Supplier's personnel.

23.4 For Services contracts, the Procuring and Disposing Entity shall pay all timebased fees and reimbursable expenses incurred up to the date of termination and for all stage payments due in addition to reasonable costs of removal of equipment and relocation of Supplier's personnel.

23. SETTLEMENT OF DISPUTES

24.1 If any dispute or difference of any kind whatsoever arises between the Procuring and Disposing Entity and the Supplier in connection with or arising out of the Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

24.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either party shall give notice to the other party of its intention to commence arbitration proceedings as to the matter in dispute. Arbitration may be commenced prior to or after delivery of the goods or performance of the works or services under the Contract.

24.3 Arbitration shall be conducted in accordance with the rules of procedure contained in the Arbitration Act (Cap 6:03 of the Laws of Malawi).

24.4 Notwithstanding any reference to arbitration herein—

- (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- (b) the Procuring and Disposing Entity shall pay the Supplier any monies due.

Standard Bidding Document for Request for Quotation

24. LIMITATION OF LIABILITY

25.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to clause 4: yd zswzxCXN3JK—

- (a) the Supplier shall not be liable to Procuring and Disposing Entity, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Procuring and Disposing Entity; and
- (b) the aggregate liability of the Supplier to the Procuring and Disposing Entity, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

25. GOVERNING LANGUAGE

The Governing Language shall be English.

26. APPLICABLE LAW

The Contract shall be interpreted in accordance with the laws of the Republic of Malawi.

27. NOTICES

28.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, or email and confirmed in writing to the other party's address specified in the Contract.

28.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

28. TAXES AND DUTIES

Supplier shall be entirely responsible for all taxes, duties, license fees, and such levies incurred until delivery of the contracted goods to the Procuring and Disposing Entity or performance of the works or services.

ITEM	PRELIMINARIES	K	t
	<p><u>General</u></p> <p>A These Preliminaries shall be priced in full with amounts against the individual items or parts of items for which payment is required. Items or parts of items against which no price is entered shall be deemed to be covered by the other prices entered elsewhere by the Contractor.</p> <p>B The Bid is to be inclusive of all Preliminaries for all the Works whether measured in full or covered by Prime Cost or Provisional Sums.</p> <p><u>Name of Parties</u></p> <p>C The term "Employer" shall mean The Government of Malawi, whose authorized signatory shall be the Director General, Malawi Communication Regulatory Authority (MACRA), Private Bag 261, Blantyre, Malawi for and on behalf of the Republic of Malawi</p> <p>D The term "Project Manager" shall mean The Director of Buildings through Ministry of Transport and Public Works, Private Bag B365, Capital City, Lilongwe 3, Malawi. The Director of Buildings shall be represented by: The Chief Architect, The Chief Quantity Surveyor and Contracts Officer, Chief Services Engineer, Chief Landscape Architect and Chief Civil/Structural Engineer.</p> <p>E The Chief Architect, The Chief Quantity Surveyor and Contracts Officer, Chief Services Engineer, Chief Landscape Architect and Chief Civil/Structural Engineer shall be respectively represented by: Project Architect (Team leader), Project Quantity Surveyor, Project Services Engineer, Project Landscape Architect, and Project Civil/Structural Engineer.</p> <p><u>Description of Works</u></p> <p>F Supply and install flood lights including accessories at MACRA's headoffice located at Chichiri in Blantyre City.</p> <p><u>Bills of Quantities</u></p> <p>G These Bills of Quantities have generally been prepared in accordance with the principles of the Standard Method of Measurement of Building Works in Malawi, Metric Edition, and dated January 1982. Any divergence from the rules of the Standard Method of Measurement will generally be in order to provide further more detailed information.</p> <p>H These Bills of Quantities must not be used for the purpose of ordering materials and no liability whatsoever shall be accepted by the Employer for any loss or expense incurred in this respect.</p>		
	CARRIED TO COLLECTION		

ITEM	PRELIMINARIES	K	t
	<p><u>ITEMS FOR CONVENIENCE IN PRICING</u></p> <p><u>Plant</u></p> <p>A Provide for all plant necessary for the proper execution of the Works comprising:-</p> <p>(i) Mechanical plant, vehicles and the like.</p> <p>(ii) Non-mechanical plant, tools, equipment and the like.</p> <p><u>Safety, Health and Welfare of Workpeople</u></p> <p>B Provide for complying with all safety, health and welfare regulations pertaining to all work- people (including those of all sub-contractors) employed on the site and for duly observing in full the requirements of the Factories Act as it relates to construction sites. Such facilities as the Contractor is required to provide to conform with the foregoing shall be cleared away and disturbed areas made good upon completion of the Works.</p> <p>Provide for HIV Awareness for work people and the surrounding community</p> <p><u>Safeguarding the Works, Materials and Plant</u></p> <p>C Provide for all necessary watching and lighting and take general security measures to safeguard the Works, materials and plant, including sub-contractor's property, against damage and theft.</p> <p>D Provide all necessary measures for the safety of the public for the duration of the Contract.</p> <p><u>Insurances</u></p> <p>E Provide for insurance as outlined in Clause 13 of Conditions of Contract and Contract Data</p> <p><u>Advance Guarantee/Bond</u></p> <p>F Provide for Advance Guarantee Bond as outlined in Clause 50.1 of the Conditions of Contract</p> <p><u>Performance Guarantee/Bond</u></p> <p>G Provide for Performance Guarantee/Bond as outlined in Clause 51 of Conditions of Contract and Contract Data</p>		

	CARRIED TO COLLECTION 1.2	-
ITEM	PRELIMINARIES	K t
	<p><u>Programme of Operations</u></p> <p>A As outlined in clause 27.3 of General Conditions of Contract</p> <p><u>Notice Board</u></p> <p>B The Contractor shall provide, erect, paint, letter as required and maintain, in a position approved by the Architect/Supervising Officer, a notice board, size 2.75 x 5.80 metres overall. The wording permitted on the notice board shall be only that which is specifically authorized by the Architect/Supervising Officer. No other boards or signs, other than those bearing warnings, shall be allowed on or adjacent to the site unless authorized by the Architect/Supervising Officer. All signs and notice boards shall be removed and disturbed areas made good upon completion of the works.</p>	

	CARRIED TO COLLECTION	-
ITEM	PRELIMINARIES	K t
A	<p><u>Laws of Malawi</u></p> <p>The contractor and his employees shall be subject to all laws of Malawi including taxation set in the laws of the</p> <p><u>Value Added Tax</u></p> <p>The contractor shall provide Tax Payer Identification Number in the summary showing that payment shall be made to Malawi Revenue Authority. Contractors without TPIN shall include Value Added Tax in their rates.</p>	

	CARRIED TO COLLECTION	-
	1.4	
ITEM	PRELIMINARIES	K t
A	<p><u>Clause 34 Materials, Goods and workmanship to conform to description, testing and inspection</u></p> <p>The contractor shall make available at his own expense as necessary all general goods and timber on the like for approval as required by the Architect/supervising officer to ensure that such goods and materials comply with their specifications and he shall pay all costs in connection with any necessary testing thereof except testing charges only of successful tests which shall be offset against the provisional sum included hereunder</p>	
B	<p>Allow a Provisional sum of K500, 000.00 (Five Hundred Thousand Kwacha) in respect of testing of materials (<i>for successful tests only</i>)</p>	500,000.00
C	<p><u>Clause 52 – Day works (Variations, Provisional and Prime Cost Sums</u></p> <p><u>Daywork</u> Prices allowable in accordance with Clause 52 of the General Conditions of Contract shall be calculated as follows:</p> <p>(1) Labour – Payment of Labour employed on Daywork shall be the net amount of wages in respect of such labour, plus 20% to cover foreman's supervision, overheads and profits. The net amount of wages shall mean the recognized basic rate of wages prescribed under the Regulations of Minimum Wages and Conditions of the Contract.</p> <p>Employment Act (Cap 55.01) When such rates have been prescribed as aforesaid the recognized basic rates of wages paid to workmen engaged in that particular trade. Non productive time shall be chargeable net but only if authorized in writing by the Architect/ Supervising Officer. Traveling expenses and Subsistence allowances paid to workmen are chargeable net.</p> <p>(2) Materials – materials used in carrying out dayworks shall be charged at invoice cost less all trade discounts, plus 15% for profit and handling.</p> <p>(3) Plant - Plant hire charges shall be at rates agreed with the Architect/Supervising Officer.</p>	

	CARRIED TO COLLECTION 1.5	-

ITEM	PRELIMINARIES	K	t
	<p><u>Errors in Priced Bills of Quantities</u></p> <p>A Any arithmetical error by the Tenderer in extending the bills of Quantities or in the additions or carrying forward to collection, summaries or form of tender or any palpable pricing error by the tenderer shall be corrected during the evaluation of the tender.</p> <p>B a) Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price quoted shall stand unless in the opinion of the evaluation personnel there is an obvious error in the price (such as misplacement of the decimal point) in that case the total amount as quoted shall prevail and the unit price shall be corrected.</p> <p>b) In cases where there is a discrepancy between the amounts in figures and words, the amount in words shall prevail.</p> <p>c) In such cases the priced bills shall be amended to correct such errors and the corrected total of the priced items shall be adjusted with the agreement of the bidder.</p> <p>The tender amount stated on the tender form shall be adjusted in accordance with the above procedure and shall be binding upon the tender. If the bidder rejects the corrected sum, then the tender shall be rejected.</p> <p>Where any items remain unpriced, the work covered by those items will be deemed to be included within the tender amount.</p>		-

ITEM	PRELIMINARIES	K	t
A	<p><u>Instruments and equipment for the use of the Project Manager/Supervising Officer</u></p> <p>The Contractor shall provide such instruments, equipment and labour as may be required to enable the Architect/Supervising Officer or his authorized representatives to check all aspects of the Works as and when he may</p> <p>The Contractor shall make purchases on behalf of the Architect/Supervising Officer of items of equipment required for the satisfactory execution of his duties under the Contract as listed below:</p> <p>B Allow a Provisional Sum of Four Million Malawi Kwacha (MK4, 000,000.00) to cover equipment and logistics for the Project Manager and employers' staff</p> <p><u>Temporary screens</u></p> <p>C Provide, erect and maintain such temporary screens and the like as may be necessary.</p> <p><u>Temporary hoardings and gantries</u></p> <p>D Provide, erect and maintain such temporary fencing, hoardings, fans, planked footways, guard rails, gantries and the like for the proper execution of the Works and for the protection of the general public and the occupants of adjacent premises and for meeting the requirements of any relevant national or local regulations. The Contractor shall allow for altering, shifting and adapting any item of the foregoing as and when it may be necessary and also for providing suitable watching and lighting to ensure its effectiveness at all times during the execution of the Works.</p> <p><u>Temporary Telephone:</u></p> <p>E Provide for temporary Telephone for use on site</p>		4,000,000.00

	CARRIED TO COLLECTION	
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ITEM	PRELIMINARIES	K	t
A	<p><u>General Scaffolding</u></p> <p>Provide and erect all scaffolding including all stages, trestles, planks, guard rails, barrow runs and the like required for the execution of the Works and maintain, alter and adapt as necessary and remove when no longer required.</p> <p>All scaffolding shall be in accordance with the provisions of the Factories Act and current Building (Safety, Health and Welfare) Regulations</p>		
B	<p><u>Water for the Works</u></p> <p>The Contractor shall provide clean, fresh water, free from chemical or organic impurities or other deleterious matter, for use on the Works, including that required by Sub-contractors, pay all charges in connection therewith, provide all temporary storage, plumbing services, connections and the like and clear away and make good upon completion of the Works.</p>		
C	<p><u>Lighting and Power for the Works</u></p> <p>The Contractor shall provide artificial lighting and power for use on the Works, including that required by Sub-contractors, pay all charges in connection therewith, provide all temporary wiring connections, leads, fittings and the like and clear away and make good upon completion of the works. All temporary electrical installations shall be to the approval of the Architect/Supervising Officer.</p>		
D	<p>Tenderers shall note that although some sites are described as having water/electricity, this is generally a future provision, and as such, Tenderers should ascertain for themselves which sites (if any) will have reliable water/electricity services to enable construction of the works and allow additional costs that might be incurred.</p>		
	CARRIED TO COLLECTION		-

ITEM	PRELIMINARIES	K	t
A	<p>WORKS BY NOMINATED SUB-CONTRACTORS</p> <p><i>(Note: This item is for information only and not to be priced)</i></p> <p><u>General</u></p> <p>Works which are required to be carried out by nominated sub-contractors are dealt with elsewhere and provisional or prime cost sums included accordingly.</p> <p>"Attendance", which will be treated as a lump sum and not subject to adjustment save for substantial changes in the scope of the works, is given as an item in each case and shall be deemed to include for providing the following facilities to enable the sub-contractor to carry out his work:</p> <ul style="list-style-type: none"> (i) Use of mess rooms, sanitary accommodation and welfare facilities. (ii) Use of standing scaffolding (iii) Provision of special scaffolding (iv) Provision of weatherproof storage space and office accommodation (v) Provision of water, lighting and power (vi) Provision of unskilled labour (vii) Unloading, storing, hoisting and placing in position (viii) Clearing away rubbish (ix) Supervising and co-ordinating all work (x) Obtaining full particulars in respect of making the position of holes, mortises, chases and the like. 		

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ITEM	PRELIMINARIES	K	t
A	<p>(i) Obtaining full particulars of any special conditions imposed by any Sub-contractors Trade Association and complying with such conditions when not opposed to this contract and when reasonably practical</p> <p>Builders work in connection with works carried out by nominated sub-contractors is dealt with elsewhere</p> <p>GOODS AND MATERIALS FROM NOMINATED SUPPLIERS</p> <p><i>(Note: This item is for information only and not to be priced)</i></p> <p><u>General</u></p> <p>Goods and materials which are required to be obtained from nominated suppliers are dealt with elsewhere and Prime Cost or Provisional Sums included accordingly.</p> <p><u>Fixing only goods and materials</u> is dealt with elsewhere and shall be deemed to include the following:-</p> <p>(i) Checking the quantity, quality and condition of all items before taking delivery. Any goods or materials consequently found to be missing or damaged shall be replaced at the Contractor's own expense.</p> <p>(ii) Taking delivery, loading and transporting around and adjacent to the site.</p> <p>(iii) Unloading, unpacking, storing, returning pickings, handling, assembling (whether or not specifically described), hoisting, lowering and fitting and fixing in position</p> <p>(iv) Making and following up any claims upon the transporters, insurers and the like in the event of any loss or damage.</p>		

	CARRIED TO COLLECTION 1.10	-
ITEM	PRELIMINARIES	K t
	<u>PROTECTING, DRYING AND CLEANING THE WORKS</u>	
	<u>Protecting of the works</u>	
A	The Contractor shall provide, erect and maintain all necessary temporary casing, masking and screening to partly finished and finished work including work executed by sub-contractors (nominated or otherwise) or specialists and tradesmen engaged by the Employer and shall also provide all necessary temporary roofs, tarpaulins screens, planking and general protection necessary to protect the Works from damage by frost and inclement weather and provide all temporary gutters, pipes, surface water drains and the like for conveyance of rainwater and clear away when no longer required.	-
	<u>Drying the works</u>	
B	The Contractor shall be responsible for the adequate drying out of the Works and for maintaining them at a suitable temperature and humidity until handed over.	
	<u>Removing rubbish and cleaning</u>	
C	Remove all rubbish and debris from the site both as it accumulates from time to time and upon completion of the Works and shall not bury or otherwise conceal the same upon the site.	
D	Clean the Works internally and externally upon completion to the satisfaction of the Architect/ Supervising Officer including all glazing and sanitary fittings	

	CARRIED TO COLLECTION	
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1.11	-
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ITEM	PRELIMINARIES	K	t
	<u>COLLECTION</u>	<u>Page No.</u>	
		1.1	
		1.2	-
		1.3	-
		1.4	
		1.5	-
		1.6	
		1.7	-
		1.8	-
		1.9	
		1.10	
		1.11	-
	CARRIED TO COLLECTION		-
		1.12	

ELECTRICAL INSTALLATION BILL OF QUANTITIES

FOR

EXTERNAL SECURITY LIGHTING

MACRA HEAD OFFICE AT CHICHIRI IN BLANTYRE

ITEM	ELECTRICAL DESCRIPTION	QTY	UNIT	RATE	K	t
	GUARD HOUSE					
A	Supply and Install 150 watts LED Flood lights facing the outside of the fence	2	No			
B	Supply and Install 200 Watts LED Flood lights facing the inside of the fence	5	No			
C	Supply and install 10A MCB in the existing DB	1	No			
D	Supply and install 10 A photo switch to control the flood lights	1	No			
E	Supply and install 3 core 1.5mm armoured cable to power the flood lights through the photo switch	40	m			
	EXECUTIVE BUILDING					
F	Supply and install 200 watts Flood Lights on the roof facing the back side	3	No			
G	Supply and install 500 watts Flood Lights on the roof facing the feeder pillar area	3	No			
H	Supply and install 200 watts Flood Lights on the roof facing the front car	3	No			
I	Supply and install 3 core 1.5mm armoured cable to power the flood	100	m			
J	Supply and install 15 A photo switch to control the flood lights	1	No			
K	Supply and install 20A MCB in the existing DB on the first floor	1	No			
Page 2/1					MK	

ITEM	ELECTRICAL DESCRIPTION	QTY	UNIT	RATE	K	t
	ICT BUILDING					
A	Supply and install 200 watts Flood Lights on the roof facing the front car park	2	No			
B	Supply and install 200 watts Flood Lights on the roof facing the front car park and area between procurement and Broadcasting	2	No			
C	Supply and install 200 watts Flood Lights on the roof facing the the backside(tower area)	6	No			
D	Supply and install 3 core 1.5mm armoured cable to power the flood	70	m			
E	Supply and install 15 A photo switch to controll the flood lights	1	No			
F	Supply and install 20A MCB in the existing DB on the first floor	1	No			
	ECONOMICS					
G	Carefully remove the Bulkhead fittings and replace with 200 watts Flood Lights east side of the building	2	No			
H	Carefully remove the Bulkhead fittings and replace with 200 watts Flood Lights in the front Area	2	No			
	BROADCASTING					
I	Carefully remove the Bulkhead fitting and replace with 200 watts Flood Lights Front side of the building	1	No			
J	Carefully remove the Bulkhead fitting and replace with 200 watts Flood Lights on the west side	2	No			
	Page 2/2					

ITEM	ELECTRICAL DESCRIPTION	QTY	UNIT	RATE	K	t
	PROCUREMENT					
A	Carefully remove the Bulkhead fitting and replace with 200 watts Flood Lights on the east side	2	No			
B	Carefully remove the Bulkhead fitting and replace with 200 watts Flood Lights on the back of the building	2	No			
	Gym and Bar					
C	Carefully remove Bulkhead fitting and replace with 200 watts Flood Lights on the west side of the building	2	No			
D	Ditto on the other corner	2	No			
E	Carefully remove Bulkhead fitting and replace with 200 watts Flood Lights on the back of the building	2	No			
F	Ditto on the other corner	2	No			
G	Carefully remove Bulkhead fitting and replace with 200 watts Flood Lights on the back centre of the building	1	No			
	Page 2/3					

**EXTENAL LIGHTING TO MACRA HEAD OFFICE AT CHICHIRI
IN BLANTYRE**

ITEM	DESCRIPTION	PAGE NO.	K	T
A	PRELIMINARIES	1./.2		-
B	EXTERNAL SECURITY LIGHTING	2./.5		
		Sub Total (A)		-
C	Allow for a Provisional Sum for price and Design (Physical) changes, a contingency sum to be expended at the discretion of the project manager	15% of (A)		-
		Sub Total (B)		-
D	Value Added Tax (VAT)	17.5% of (B)		-
E	CIRA LEVY	1% of (B)		-
F	PPDA LEVY	1% of (B)		-
G	MERA LEVY	1% of (B)		-
	Total Carried To Bid Submission Form			-