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Communications should be addressed to:
The Principal- NACIT BLANTYRE



In reply please Quote No.
Ministry of Information and Digitalization
Department of E-Government
National College of Information Technology
P.O Box 30319
Chichiri
Blantyre 3
MALAWI

16th January 2025

Procurement Reference Number: 330/RFQ/NACIT-BT/S/03/05/2025-2026

To:
.....
P.O.Box.....

REQUEST FOR QUOTATIONS (FOR CLEANING SERVICES)

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: Provision of cleaning services for NACIT-Blantyre offices covering a period of twelve (12) months.**
- 2) Services are to commence by: **3 days** from the date of order.
- 3) Services are to be completed by: **12 months** from the date of order.
- 4) Quotations must be valid for **30 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.
- 6) Quotations must be received, in sealed envelopes no later than: **14:00 hours on 27th January, 2025**
- 7) Quotations must be returned to: The Chairperson, Internal Procurement and Disposal Committee (IPDC), National College of Information Technology, P.O BOX 30319, Chichiri, Blantyre 3, Malawi.
- 8) 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.
- 9) 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: Nellie Fumulani (Mrs)

Title/Position: Human Resources Management Officer

For and on behalf of the Purchaser

Procurement Number: 330/RFQ/NACIT-BT/S/03/05/2025-2026

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 within..... days/weeks/months from date of Purchase Order.
- 3) Services to be completed by days/weeks/months from date of Purchase Order
- 4) Validity period of this quotation is days from the date for receipt of Quotations.
- 5) We enclose the following valid 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
 - (iv) Copies of three recent similar services performed for the past three years on headed paper
 - (v) A copy of current PPDA certificate
 - (vi) Current bank statement (in the last six months)
 - (vii) *[Insert any other documentation required by the Procuring Entity]*
- 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.

NOTE:

- (a) Notification of Contract award letter
- (b) Letter of acceptance from the service provider
- (c) Completed Agreement Form
- (d) Quotation Submission

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	Price (MK) per Person	Total Price (MK) per Month	Total Price Kwacha/Annum
1	Provision of Cleaning Services for 12 months (1 st April 2025 – 31 st March 2026)	Each	6			
					VAT (16.5%)	
					TOTAL	

The following attachments are appended to clarify the Description of Services:
Government of Malawi – Draft General Conditions of Contract for Local Purchase Orders

Statement of Requirements (Technical Specifications) and Compliance Sheet
Procurement Number No: 330/RFQ/NACIT-BT/S/03/05/2025-2026

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 in accordance with Section 3.

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.

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance to Requirements
a	b	C	d
SCOPE OF THE ASSIGNMENT			
The qualifying firm will be expected to provide the following services:			
1	Standard uniformed cleaners at all times (Total 6)	M	
2	General Office cleaning i.e. sweeping, mopping, polishing the floors and corridors and verandas.	M	
3	Scrubbing tiles, doors, walls and removal of cobwebs, mopping and disinfecting toilets (twice a day), cleaning hand washing basins (sinks) and cleaning of utensils in offices (twice a day).	M	
4	Hoovering carpets	M	
5	Removal of all waste papers and other office waste.	M	
6	Dusting /polishing of office Furniture and windows	M	
7	Washing curtains with own soap when they are dirty.	M	

8	Ensure that all offices are kept tidy at all times.	M	
9	Materials to be used Offices: Handy Andy, pine gel, liquid soap, vim, Mr min, Mr muscle,pledge and washing powder. Toilets: Harpic, vim or any other recognized detergent, liquid soap, toilet freshener	M	
9	Salary per cleaner as per Government minimum Wage	M	

Note: Payment shall be based on actual cleaners present. This shall be verified by the registers of the cleaners each and every day.

Authorised by:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____