

Our Ref:

Your Ref

Tel/Fax:

All replies to be addressed to

The District Commissioner



NTCHISI DISTRICT COUNCIL  
P.O BOX 1  
NTCHISI  
MALAWI

DATE: 29<sup>th</sup> September, 2023

## REQUEST FOR QUOTATIONS (FOR WORKS)

**Procurement Number: NS/CDFN/4109/09/23/050**

**To: Whom It May Concern**

The Procuring 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 (available on request) except where modified by this Request for Quotations.

### **SECTION A: QUOTATION REQUIREMENTS**

#### **1) Description of Works and Location**

#### **CONSTRUCTION OF MBOMBA 8M 1 SPAN CONCRETE DECK BRIDGE IN NTCHISI NORTH CONSTITUENCY**

- 2) Works are to commence by: **5 days** from the date of order.
- 3) Works to be completed by: **45 days** 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 clearly marked with the Procurement Number given above and must indicate acceptance of the stated terms and conditions.
- 6) Quotations must be received, in sealed envelopes no later than: **14:00 hours on 6<sup>th</sup> October, 2023.**
- 7) Quotations must be returned to:

**The Chairperson,  
Internal Procurement and Disposal Committee,  
Ntchisi District Council,  
P.O Box 1, Ntchisi**

- 8) The attached Activity Schedule for lump sum contracts at Section C details the works 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 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) Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of contract will be made to the lowest responsive evaluated priced quotation by the issue of a Local Purchase Order.

Signed: .....Date: .....

Name: **Sphiwe Banda**

Title/Position: **Procurement Officer**

For and on behalf of the Procuring Entity

# NTCHISI DISTRICT COUNCIL

**Procurement Number: NS/CDFN/4109/09/23/050**

*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) Works will commence within .....days/weeks/months from date of Purchase Order.
- 3) Works will 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 attach the following 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 (for last financial year)
  - (iv) A copy of PPDA certificate
  - (v) A copy of MSME certificate
  - (vi) A copy of NCIC Certificate (**50 Million and Above Categories**)
  - (vii) A list of recent related Government contracts performed
  - (viii) Contractor's Environmental Management and Safety Plan (C-ESMP)
- 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.

### **Quotation Authorisation:**

Signed:.....Date: .....

Name: ..... Title/Position: .....

Authorised for and on behalf of (Company name and seal): .....

.....

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.**

# NTCHISI DISTRICT COUNCIL

Procurement Number: NS/CDFN/4109/09/23/050

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

### For Lump Sum Contracts

Item No.	Description of Activity	Price in Kwacha
1	CONSTRUCTION OF MBOMBA 8M 1 SPAN CONCRETE DECK BRIDGE IN NTCHISI NORTH CONSTITUENCY	
Total Lump Sum Price		

**NOTE:** BOQ should be requested via email on [sipiwebanda18@gmail.com](mailto:sipiwebanda18@gmail.com) or via WhatsApp on +265992579347

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

*[List each attachment e.g. drawings and detailed technical specifications and also **insert Environment and Social Management Plan**]*

**Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf of:

Company: \_\_\_\_\_

# NTCHISI DISTRICT COUNCIL

**Procurement Number: NS/CDFN/4109/09/23/050**

## SECTIONC: SCHEDULE OF KEY PERSONNEL AND THEIR QUALIFICATION

Contractor key personnel to be available all the time of implementation period should be a holder of minimum diploma in Civil engineering and above.

### **Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of:

Company: \_\_\_\_\_

# NTCHISI DISTRICT COUNCIL

Procurement Number: NS/CDFN/4109/09/23/050

## Environmental and Social Performance Declaration

*[The following table shall be filled in for the Bidder, each member of a Joint Venture and each Specialized Subcontractor]*

Bidder's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member's or Specialized Subcontractor's Name: *[insert full name]*

RFB No. and title: *[insert RFB number and title]*

Page *[insert page number]* of *[insert total number]* pages

Environmental and Social Performance Declaration in accordance with Section III, Qualification Criteria, and Requirements			
<input type="checkbox"/> <b>No suspension or termination of contract:</b> An employer has not suspended or terminated a contract and/or called the performance security for a contract for reasons related to Environmental or Social (ES) performance since the date specified in Section III, Qualification Criteria, and Requirements, Sub-Factor 2.5.			
<input type="checkbox"/> <b>Declaration of suspension or termination of contract:</b> The following contract(s) has/have been suspended or terminated and/or Performance Security called by an employer(s) for reasons related to Environmental or Social (ES) performance since the date specified in Section III, Qualification Criteria, and Requirements, Sub-Factor 2.5. Details are described below:			
Year	Suspended or terminated portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for suspension or termination: <i>[indicate main reason(s) e.g. gender-based violence; sexual exploitation or sexual abuse breaches]</i>	<i>[insert amount]</i>
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for suspension or termination: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
...	...	<i>[list all applicable contracts]</i>	...
<b>Performance Security called by an employer(s) for reasons related to ES performance</b>			

# NTCHISI DISTRICT COUNCIL

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Year	Contract Identification	Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)
<i>[insert year]</i>	<p>Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i></p> <p>Name of Employer: <i>[insert full name]</i></p> <p>Address of Employer: <i>[insert street/city/country]</i></p> <p>Reason(s) for calling of performance security: <i>[indicate main reason(s) e.g. for gender-based violence; sexual exploitation or sexual abuse breaches]</i></p>	<i>[insert amount]</i>