



**REQUEST FOR QUOTATIONS (FOR WORKS)**

**Procurement Number: ... MW/PRIS/FARM/2025-2026/1.....**

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

**Date: 01/03/2026**

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 WAREHOUSE AT KAMWANJIWA PRISON STATIONS IN MZIMBA**
- 2) Works are to commence by: **9<sup>TH</sup> day** from the date of order.
- 3) Works to be completed by: **60 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 **06/03/2026**.
- 7) Quotations must be returned to:  
**THE IPDC CHAIPERSON,  
NATIONAL PRISON HEADQUARTERS,  
POST OFFICE BOX 28 ZOMBA**
- 8) 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 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 priced quotation by the issue of a Local Purchase Order.

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

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

For and on behalf of the Procuring Entity

**Name of Procuring Entity: Prison Headquarters- Farms**

**Procurement Number: MW/PRIS/FARM/2025-2026/1**

*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 list of recent Government contracts performed*
  - (v) *A valid PPDA Certificate*
  - (vi) *A Copy of NCIC With category ranging from 100 Million to 200 Million*
- 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: \_\_\_\_\_

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.***

Name of Procuring Entity: **Prison Headquarters-Farms**

Procurement Number: **MW/PRIS/FARM/2025-2026/1**

**DELIVERY POINT: [KAMWANJIWA PRISON FARM IN MZIMBA]**

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

**For Lump Sum Contracts**

**None Priced Schedules**

**(Bills of Quantities or Activity Schedule)**

**BOQ FOR FARMS WAREHOUSE**

		<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>AMOUNT</b>
<b>1</b>	<b><u>PRELIMINARIES</u></b>				
	-				
<b>1.1</b>	<b>Site Clearance</b>	324	M2		
<b>1.2</b>	<b>Removal and disposal of topsoil</b>	324	M2		
<b>1.3</b>	<b>Setting out</b>	1	item		
<b>1.5</b>	<b>Access and working space preparation</b>	1	item		
<b>1.6</b>	<b>Temporary Utilities and Huts</b>	1	item		
	-				
<b>2</b>	<b><u>SUBSTRUCTURE</u></b>				
<b>2.1</b>	<b>Excavation</b>				
A	Excavation of trench for strip footings: width 600mm, depth 0-1m	48	M3		
B	Excavate pit for CHS column footings, length 1m x width 1m, depth 0 -1m.	7.68	M3		
<b>2.2</b>	<b>Filling and Compaction</b>				
C	Selected earth filling, deposited, spread and	11	M3		

	compacted in 150mm layers around foundations				
D	Hardcore filling well compacted and rolled, 150mm thick (passing 50 mm ring all ways)	292	M2		
E	Ant treatment : saturated surface of hardcore and top of brick wall with approved ant repellent	300	M2		
E	Sand blinding, 50mm thick, laid on compacted hardcore to receive damp-proof membrane	292	M2		
<b>2.3</b>	<b>Damp proofing and protection</b>				
F	500 Gauge polythene damp proof membrane welted and lapped 150mm at joints , laid on sand blinding	292	M2		
<b>3</b>	<b><u>CONCRETE WORK</u></b>				
<b>3.1</b>	<b>Strip Footings</b>				
A	Reinforced in-situ concrete C20, 600mm wide x 75mm thick	3.6	M3		
<b>3.2</b>	<b>Column Pad Footings (CHS Columns)</b>				
B	Reinforced concrete pad footing for CHS columns: C25 concrete, 1m x 1m x 1m including reinforcement cage, anchor bolts/ embed plates for CHS base.	7.68	M3		
<b>3.4</b>	<b>Slab on Grade</b>				
D	100mm Thick reinforced horizontal bed, C25, laid in bays generally 25 square metres, including formwork to construction joints, reinforcement mesh A98	300	M2		

<b>3.5</b>	<b>Sawn formwork</b>				
E	Sides of columns	19.2	M2		
F	Edge of slab	80	M		
<b>3.6</b>	<b>Reinforcement (provisional)</b>				
G	8mm	88	Kgs		
H	10mm	1950	Kgs		
I	12mm	1950	Kgs		
J	16mm	128	Kgs		
<b>4</b>	<b><u>FLOOR FINISHES</u></b>				
<b>A</b>	Supply and apply 1:4 cement: sand mix 30mm thick finished to a smooth trowel finish	292	M2		
<b>5</b>	<b><u>WALLING</u></b>				
<b>5.1</b>	<b>Foundation Brick Walling</b>				
A	Burnt bricks, 225 X 112.5 X 75 mm, laid in stretcher bond with 1:4 cement mortar, reinforced with one layer of brickforce every fourth course	80	M2		
<b>5.2</b>	<b>Damp proof course</b>				
B	Provide and lay DPC strip under brick walling using a 500 gauge polythene felt, with 150mm laps and fully sealed joints	80	M		
<b>5.3</b>	<b>External Steel and office Cladding</b>				
C	Supply and fix 0.5 mm thick IBR-profile galvanised steel wall cladding , vertically fixed to steel wall girts with approved self-drilling screws, including corner flashings, drip trims and Accessories	291	M2		

<b>6</b>	<b><u>STRUCTURAL STEEL FRAMING</u></b>				
<b>6.1</b>	<b>Steel Columns</b>				
A	Provide and erect Circular Hollow Section(CHS) steel columns	16	M		
	100 mm diameter x 5mm thickness, grade S275, bolted onto				
	the concrete footing (including welded fixing cleats				
	for wall girts, alignment, plumbing and all necessary welding).				
<b>6.2</b>	<b>Wall Girts</b>				
B	Supply and fix horizontal steel girts (C-section ) to welded	536	M		
	cleats on CHS columns at 1m spacing				
<b>6.3</b>	<b>Eaves Members and Bracing</b>				
C	Provide and fix steel eaves bracing: diagonal rods between	198	M		
	columns and roof structure including gusset plates and				
	Alignment				
D	Provide, fabricate and fix Square section steel (50 x 200 x 5 mm	80	M		
	Steel wall thickness) eaves beam positioned at the top of CHS				
	columns				
<b>6.4</b>	<b>Roof Trusses (10 m span)</b>				
E	Provide, fabricate and erect steel roof trusses, 2m apart	16	No.		
	(includes cutting, drilling, welding, bolting, truss bearing seats				
	for 100mm CHS columns, lateral bracing at eaves, alignment and				
	two-coats anti-corrosion paint) with:				
	Top chord: 75mm x 5mm wall thickness Square section,				
	grade S275				
	Bottom chord: 75mm x 5mm wall thickness Square section, grade				
	S275				
	Web members: 50X50X5mm angle iron, grade S275				
<b>6.5</b>	<b>Roof Purlins</b>				

F	Supply and fix steel roof purlins (C-section) to trusses at 1.5m spacing for roofing sheets, including bolts and washers	240	M		
<b>7</b>	<b><u>ROOFING</u></b>				
A	Supply and fix 0.5 mm thick pre-painted galvanised IBR steel roof sheets (including cutting laps, ridge and hip capping, fasteners and washers. Sheets to be fixed to steel roof purlins with self-drilling screws and washers true to alignment, level and pitch. Include all accessories, flashings and edge trims)	337	M2		
<b>8</b>	<b>WALL OPENINGS</b>				
<b>8.1</b>	<b>Louvers</b>				
A	Supply, deliver and fix aluminium blade ventilation louvers, (size 600 x 900) complete with galvanised steel frame, insect/birds mesh, and weather resistant blades, installed on sides of metal cladding	14	No		
<b>8.3</b>	<b>Timber Doors</b>				
C	Supply and install standard size external solid timber door to metal sheet including appropriate steel angle frame and all associated iron monger	1	No		

D	Supply and install a double door to metal sheet wall including appropriate steel angle frame and all associated iron mongery	1	No		
<b>8.3</b>	<b>12 Glass Window</b>				
E	Supply and fix 12 glass window frame to metal sheet wall including all associated glazing	2	No		
<b>9</b>	<b>Electrical Works (Provisional sum)</b>	1	item		
<b>10</b>	<b>Landscaping (provisional sum)</b>	1	item		
	<b>GOVERNMENT OBLIGATION</b>				
	Add 1% CIRA Levy				
	Add 16.5% VAT				

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

**NB: FOR DRAWINGS PLEASE CALL 0996627116/ 0882023689**

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

Authorised By:

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

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

Authorised for and behalf of:

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

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

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

