

AIRPORT DEVELOPMENTS LIMITED

P. O. BOX 30311, LILONGWE 3

REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Number: ADL/LHE/4/2024

To:

Date: 24/07/2024

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 Supply: Procurement of Labour for:**

Lot 1: Construction of 128m² Two Bedroomed House

Lot 2: Construction of 128m² Two Bedroomed House

Lot 3: Construction of 185m² Three Bedroomed House

Lot 4: Construction of 185m² Three Bedroomed House

(Award will be based on each Lot per bidder)

- 2) Services are to commence by: **15th August 2024** from the date of order.
- 3) Services are to be completed by: **15th December 2024** from the date of commence.
- 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 and dropped in the tender box no later than: on or before **30/07/2024 at 14:00 hrs local time**
- 7) Address for collection and submission of quotations is:
**IPDC Chairperson, Airport Developments Limited,
Kamuzu International Airport, ADL Operations Building,
P. O. Box 30311, Lilongwe.**
- 8) The attached Schedule of Requirements at Section C details the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B and C.
- 9) The Attached Detailed Specification in the Terms of Reference are applicable.
- 10) Note the attached General Terms and Conditions (GCC)
- 11) 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.
- 12) 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: **Richard Khamisa**

Title/Position: **IPDC Chairperson**

AIRPORT DEVELOPMENTS LIMITED
P. O. BOX 30311, LILONGWE 3
REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Number: ADL/LHE/4/2024

For and on behalf of the Purchase

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 withindays/weeks/months from date of Purchase Order.
- 3) Services to be completed bydays/weeks/months from date of Purchase Order
- 4) Validity period of this quotation isdays from the date for receipt of Quotations.
- 5) We enclose 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 Trading Licence and Official details of shareholders of the company,
 - (iv) A copy of our Annual Tax Clearance Certificate/Tax Registration
 - (v) A list of recent similar contracts performed in the last 3 years with their contact details for reference check
 - (vi) A copy of the Certificate as proof of Registration for the Participation by Micro, Small and Medium Enterprise Order 2020
 - (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:

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.....
.....

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.

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

Item/ Lot 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	Lot 1: Construction of 128m² Two Bedroomed House				
2	Lot 2: Construction of 128m² Two Bedroomed House				
5	Lot 3: Construction of 185m² Three Bedroomed House				
6	Lot 4: Construction of 185m² Three Bedroomed House				
				Sub Total	
				VAT 16.5%	
				PPDA LEVY 1%	
				NCIC LEVY 1%	
				TOTAL	

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: _____

TERMS OF REFERENCE

PROCUREMENT OF LABOUR FOR CONSTRUCTION OF HOUSES

PROCUREMENT REFERENCE NO.: ADL/LHE/4/2024

The Procuring Entity named above invites you to submit your quotation for the works 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

LOT NO.	DESCRIPTION	QUANTITY OF HOUSES	PHYSICAL LOCATION	CONSTRUCTION PERIOD
1.	Construction Of 128m ² Two Bedroomed House	One (1)	Lumbadzi Airport Developments Limited, Housing Estate	4 Months
2.	Construction Of 128m ² Two Bedroomed House	One (1)	Lumbadzi Airport Developments Limited, Housing Estate	4 Months
3	Construction of 185m ² Three Bedroomed House	One (1)	Lumbadzi Airport Developments Limited, Housing Estate	4 Months
4	Construction of 185m ² Three Bedroomed House	One (1)	Lumbadzi Airport Developments Limited, Housing Estate	4 Months

Construction of Town Houses: Labour Only

1. Introduction

Please find enclosed the terms of reference (TORs) that provide a comprehensive outline for the construction of townhouses in Lumbadzi Mayadi village. The project is focused on utilizing high-quality materials and construction methods to ensure a superior standard. The

client will provide the necessary materials, while the labour will be provided by individual contractors as per the terms of reference declared in this document.

2. Scope of Work

Site Preparation:

- Clear the site of all vegetation and debris.
- Level the site and prepare it for construction.
- Stake out the location of the townhouse.
- Install erosion control measures as needed.

Excavation:

- Excavate the footings and foundation slab to the required depth.
- Remove any unsuitable soil and replace it with compacted fill.
- Install drainage, as needed.

Foundation:

- Pour the concrete footings and foundation slab, incorporating concrete blocks to the required thickness and dimensions.
- Cure the concrete according to the engineer's instructions.
- Backfill the foundation and compact the soil.

Wall Framing:

- Frame the exterior and interior walls of the townhouse using high-grade concrete blocks.
- Frame the roof trusses and install them on the townhouse.
- Install the roof sheathing and shingles.
- Install the gutters and downspouts.

Windows and Doors:

- Install the windows and doors in the townhouse according to the engineer's instructions.
- Seal the windows and doors to prevent air and water infiltration.

Exterior Finishes:

- Install the siding and other exterior finishes on the townhouse using concrete block construction methods.
- Paint the exterior of the townhouse where applicable.

Interior Finishes:

- Install the flooring, and other interior finishes in the townhouse according to the engineer's instructions.
- Paint the interior of the townhouse.

MEP:

- Install electrical wiring and plumbing works in the townhouses according to the applicable codes and standards.
- Test and commission the MEP systems.

3. Detailed Breakdown of Works

2-bedroom house

SCOPE OF WORK	DESCRIPTION	UNIT	QUANTITY	VARIATION	UNIT RATE	TOTAL	COMMENTS
Site Preparation and Excavations	Excavation	m ³	82	5			
	Filling	m ³	60	5			
	Disposal	m ³	88	5			
	Excavations Wastewater and landscaping works	m ³	148	5			
Foundation works	Footing works including formwork	m ³	14	2			
	Blockwork foundation walls	m	84	2			
	Plastering	m ²	31	5			
	Ant and Termite Treatment hardcore and trenches and sides	m ²	377	5			
	Bituminous Paint Application foundation	m ²	15	2			
	Hard core	m ²	98	5			
	Sand bedding and DPM application	m ²	98	5			
	Floor Slab Construction including formwork	m ³	114	5			
Wall Framing and Roofing	Block Work Walls	m ²	350	5			
	Plastering						
	Concrete works Ring Beam	m ³	7	5			
	Block work beam filling	m ²	52	5			
	Iron Mongery Ring beam	Kg	800	25			
	Iron Mongery Lintels	Kg	190	25			
	Iron mongery	m	320	15			

	steel trusses as per drawings						
	Gutter Installations	LS	1	0			
	Roof cladding	m ²	169	5			
	Roof Ridge work and valley installation	m	118	15			
	Window frame insatallation and glass fixing	No	13	0			
MEP	Electrical Installations including distribution boards, power outlets and lighting points	LS	1	0			
	Plumbing Installations	LS	1	0			
	Cold water installations, Pipes, Taps, Valves, Toilets, Sinks, Lavatory Basins, WCs, Geysers, Storage tank where applicable etc	LS	1	0			
	Storm water installations	LS	1	0			
	Foul and wastewater drainage	LS	1	0			
Interior and Exterior Finishes	Door and door frames	No	9	0			
	Painting	m ²	773	5			
	Wall finishes Plastering	m ²	460	5			
	Floor finishes	m ²	114	5			
	Ceiling finishes Blundering	m	600	15			
	Ceiling finishes installation	m ²	114	5			
	Ceiling Installation cornices	m	148	2			
	Ceiling Paints	m ²	114	5			
Bathroom, Sink,	LS	1	0				

	Shower, Toilets, Mirror, Soap Holder, finishes						
	Fascia Board Installation	m	50	5			

3-bedroom House

SCOPE OF WORK	DESCRIPTION	UNIT	QUANTITY	VARIATION	UNIT RATE	TOTAL	COMMENTS
Site Preparation and Excavations	Excavation	m ³	135	5			
	Filling	m ³	127	5			
	Disposal	m ³	152	5			
	Excavations Wastewater and landscaping works	m ³	148	5			
Foundation works	Footing works including formwork	m ³	26	2			
	Blockwork foundation walls	m	145	2			
	Plastering	m ²	50	5			
	Ant and Termite Treatment hardcore and trenches and sides	m ²	650	5			
	Bituminous Paint Application foundation	m ²	25	2			
	Hard core	m ²	174	5			
	Sand bedding and DPM application	m ²	184	5			
	Floor Slab Construction including formwork	m ²	184	5			
	Wall Framing and Roofing	Block Work Walls	m ²	350	5		
Plastering							
Concrete works Ring Beam		m ³	13	5			
Block work beam filling		m ²	83	5			
Iron Mongery Ring beam		Kg	1055	25			
Iron Mongery Lintels		Kg	200	25			
Iron mongery steel trusses as		m	518	15			

	per drawings						
	Gutter Installations	LS	1	0			
	Roof cladding	m ²	265	5			
	Roof Ridge work and valley installation	m	118	15			
	Window frames installation and glass fixing	No	14	0			
MEP	Electrical Installations including distribution boards, power outlets and lighting points	LS	1	0			
	Plumbing Installations	LS	1	0			
	Cold water installations, Pipes, Taps, Valves, Toilets, Sinks, Lavatory Basins, WCs, Geysers, Storage tank where applicable etc	LS	1	0			
	Storm water installations	LS	1	0			
	Foul and wastewater drainage	LS	1	0			
Interior and Exterior Finishes	Door and door frames	No	13	0			
	Painting	m ²	1300	5			
	Wall finishes Plastering	m ²	1050	5			
	Floor finishes	m ²	184	5			
	Ceiling finishes Blundering	m	700	15			
	Ceiling finishes installation	m ²	184	5			
	Ceiling Installation cornices	m	150	2			
	Ceiling Paints	m ²	184	5			
	Bathroom, Sink, Shower, Toilets,	LS	1	0			

	Mirror, Soap Holder, finishes						
	Fascia Board Installation	m	60	5			

4. Quality Standards

The townhouse will be constructed using high-quality concrete blocks and other materials, adhering to superior construction methods. All work will strictly adhere to relevant building codes and standards.

5. Completion Schedule

The townhouses are scheduled to be completed within 4 months of the commencement of construction.

6. Payment Schedule

Payments will be made to the contractor in instalments, as follows:

- 20% on signing the contract.
- 30% on completion of the foundation works
- 30% on completion of the framing and roofing works
- 20% on completion of the interior finishes and MEP works.

7. Insurance

The contractor is required to maintain adequate insurance coverage for the project, including public liability insurance, workers' compensation insurance, and builder's risk insurance.

8. Disputes

Any disputes arising from this contract will be resolved through arbitration by the rules of the NCIC.

9. Notices

All notices and communications under this contract must be in writing and delivered by hand, registered post, or email.