

All Communications should be addressed to:

**The Administrator General  
P/Bag 218  
Lilongwe**



*In reply please quote*  
No.....

**Administrator General  
P/Bag 218  
Lilongwe 3**

**PROCUREMENT NUMBER: RFQ/SECURITY/AGD/FY2026-2027/01**

**Date 2<sup>nd</sup> April, 2026.**

TO: .....  
.....  
.....  
.....

The Procuring Entity named above invites you to submit your quotation for the provision of security services described herein. Partial Quotations may be rejected, and the Purchaser reserves the right to award a contract for selected items only. 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 provision of security services**
- 2) Quotation prices should be **Malawi Kwacha**.
- 3) **Incoterms 2010 applied**; EXW – insured and delivered to Department of Administrator General, P/Bag 218, Lilongwe
- 4) The delivery period required is 7 days from date of order.
- 5) Quotations must be valid for **90 days** from the date for receipt given below.
- 6) The warranty/guarantee offered shall be: **N/A**
- 7) Copies of documentary evidence of experience in the provision of security services at two public organisations in the past five years(LPOs, Reference letters or copies of payment vouchers
- 8)
- 9) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above, and indicate your acceptance of the terms and conditions.
- 10) Quotations must be received, in sealed envelopes, no later than: **12.00 noon Local Time on, 10<sup>th</sup> April, 2025.**

Quotations must be returned to:  
The Chairperson,  
Internal Procurement and Disposal Committee  
Department of Administrator General  
Private Bag 218  
Lilongwe

- 11) 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.
- 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 item or by total through the issue of a Local Purchase Order.
- 13) Quotations must be delivered at Department of Administrator General, Pagat House no later than **12.00 noon Local Time on 9<sup>th</sup> April, 2025.**

Compiled by: Kenny Nyirenda

Signature:.....

Email: [kennyirenda@gmail.com](mailto:kennyirenda@gmail.com) /Call: 0888 953 469

Title/Position: **Procurement Officer**

For and on behalf of the Purchaser

**PROCUREMENT NUMBER: RFQ /ECURITY/AG/EU/FY2024-25/006**

*Your quotation is to be returned on this Form by completing and returning Sections B and C including the specifications required within this RFQ.*

**SECTION B: QUOTATION SUBMISSION SHEET**

- 1) Currency of Quotation: Malawi Kwacha
- 2) Delivery period offered: ...7..... days/weeks/months from date of Purchase Order.
- 3) The validity period of this Quotation is: 90 days from the date for receipt of Quotations.
- 4) Warranty period (where applicable): N/A.
- 5) We attach the following documents:
  - i. Section C of the Request for Quotations completed and signed;
  - ii. Copy of the Malawi police clearance certificate/letter (or Ministry of Home Affairs) – Please provide documentary evidence that Police Clearance was obtained for Security company to provide security services thin Malawi
  - iii. Copy of a valid Tax Clearance Certificate
  - iv. OPY of Company registration Certificate
  - v. Copy of Tax Registration Certificate(TPIN)

- vi. Copy of PPDA Registration Certificate
  - vii. Copy of documentary evidence of experience in the provision of security services at two publicorganisations in the past five years
- 6) We confirm that our quotation is based on 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)

Authorized 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.*

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

**RFQ/SECURITY/AGD/FY2026-2027/01**

Item	Scope of Services to be Provided	Bidder's Compliance to Provide the Required Services: (Yes/No)
1	Security services shall be performed 7 days per week on24-hour basis at the Administrator General's Headquarters in Lilongwe as per deployment schedule below. <b>For 12 months</b>	
2	Security officers shall have the following shifts: from 06:00 hrs. to 18:00 hrs. and from 1800 hrs. to 06:00 .	
3	The officers shall be properly trained and cleared by the Police, in accordance with local laws, to perform security services	
4	The officers shall be provided with uniforms and appropriate protective wear. they shall wear appropriate identification badges and ids at all times on duty	

Item	Scope of Services to be Provided	Bidder's Compliance to Provide the Required Services: (Yes/No)
5	The names of the guards shall be given to the Administrator General's Department for verification purposes well in advance before assignment to perform services under this Contract.	
6	The security officer of the day shift should be able to speak English and also serve as a Commissionaire thus being able to welcome and to properly register visitors t in the visitors 'book.	
	All workers shall not be paid below the Malawi Government minimum wage as stipulated in the labour laws	
	All workers shall be treated in accordance with the /Malawi labour Laws	

**Authorised By:**

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

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

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

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

Authorized for and on behalf of:

(DD/MM/YY)

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

*[This Price Schedule should be signed by a person with the proper authority to sign documents for the Bidder. It should be included by the Bidder in its bid. The Bidder may reproduce this in landscape format but is responsible for its accurate reproduction].*

### 4.1.3 Price Schedule

Date: *[insert date (as day, month and year) of bid submission]*

Procurement Reference No: *[insert Procurement Reference number]*

Name of Bidder: *[Insert the name of the Bidder]*

**RFQ/SECURITY/AGD/FY2026-2027/01**

Item	Description	Unit Price per Month	Qty	Amount per Month (MK)
1	Day Guard/comissionare		1	
2	Night Guard		1	
3				
4				
5	Any Other Costs			
6	Sub Total Per Month			
7	Add VAT 16.5%			
8	Sub Total with VAT			
9	Total for 12 Months			
	Total Bid amount			

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

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

Authorized for and on behalf of:

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

Address: .....  
.....