



REQUEST FOR QUOTATIONS (FOR WORKS)

Procurement Number: ...CHIL2/PR/Y2/009.....

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

Date: 25/07/2026

The Procuring Entity named above invites you to submit your quotation for carrying out the works as described hereby. Any resulting order shall be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders (available on request) except were modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS:

1) Description of Works and Location: CONSTRUCTION OF A HOSTEL FOR FEMALE STUDENTS AT MAPANGA STAFF TRAINING SCHOOL- LABOUR ONLY.

2) Works are to commence by: 7 Days from the date of site hand over.

3) Works to be completed by: 160 Days from the date of site hand over.

4) Quotations must be valid for 60 Days from the date for receipt given below.

5) Copies of at least 3 contracts of similar in nature and size executed in the past three (3) years (2023-2025).

6) The warranty/guarantee offered shall be: 365 days' defects liability period.

7) 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.

8) Bidders must attend the site visit and briefing sessions on Friday, 31/07/2026 10:00 AM at Mapanga Prison Training School. Failure to attend the site visit and briefing sessions shall lead to Disqualification of the bid.

9) Target group is the 500 million category (attach the NCIC Certificate)

10) Project Manager should have at least 3 years' work experience, a minimum qualification of Grade 1 Trade Test in Brick-Laying or Carpentry and Joinery.

11) Electrical Foreman should have at least 3 years' work experience, a minimum qualification of a Grade 1 Trade Test in Electrical and Installation and registered with MERA.

12) Foreman should have: at least 3 years' work experience, a minimum qualification of Grade 1 Trade Test in Carpentry or Brick-Laying.

13) Estimator should have: at least 3 years' work experience, minimum qualification of a Diploma in Quantity Surveying and be registered with Surveyor Institute of Malawi.

14) The BOQs shall be issued at the briefing venue stated above.

15) Quotations must be received, in sealed envelopes, no later than 07/08/2026, 10:00 AM

16) Quotations must be returned to: **THE IPDC CHAIRMAN, PRISON HEADQUARTERS, P.O.BOX 28, ZOMBA**

17) The attached Activity Schedule for (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 work to be performed. You are requested to quote by completing Section B and C. Quotation shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works including all taxes and duties. You are requested to quote your delivered price for these items by completing and returning Section B and C.

18) 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.

Signed: Name.....

Title/Position: PROCUREMENT OFFICER

Name of Procuring Entity: Prison Headquarters

Procurement Number: CHIL2/PR/Y2/009

Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information/certification required within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

1) Currency of Quotation: Malawi Kwacha

2) Delivery period offered:weeks/months from date of Purchase Order.

3) The validity period of this Quotation is:days from the date for receipt of Quotations.

4) Warranty period (where applicable): ... months.

5) We attach the following documents:

i. Section C of the Request for Quotations completed and signed;

*ii. A copy of trading licence/**Business Registration Certificate***

*iii. A copy of our valid **VAT Certificate***

*iv. A copy of our valid **PPDA Certificate**,*

*v 500 million Category **NCIC Certificate***

vi. Beneficial ownership

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)

Authorised for and on behalf of:

Company: _____

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.