

# AIRPORT DEVELOPMENTS LIMITED

P.O. Box 30311 Lilongwe

## REQUEST FOR QUOTATIONS (FOR SERVICES)

**Procurement Number:** ADL/RFQ/S/2025-26/ 25

To: .....

.....

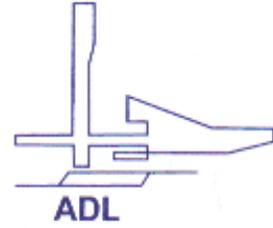
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Date:.....

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 Services and Location:** *Provision of Annual Insurance Services for Airport Developments Limited for the 2026/27 Financial Year*
- 2) Currency of Quotation: **Malawi Kwacha**
- 3) Services are to commence by: .....**1st April, 2026**....[days/weeks/months] from the date of order.
- 4) Services are to be completed by: ...**One year**.....[days/weeks/months/year] from the date of order.
- 5) Quotations must be valid for **90 Days** from the date for receipt given below.
- 6) 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.
- 7) Quotations must be received, in sealed envelopes no later than: on or before **19/03/2026 at 15:00 hrs local time**
- 8) Quotations must be returned by hand to:  
**THE SENIOR PROCUREMENT OFFICER**  
**AIRPORT DEVELOPMENTS LIMITED**  
**KAMUZU INTERNATIONAL AIRPORT (KIA)**  
**P.O. BOX 30311**  
**LILONGWE**
- 9) 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



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in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.

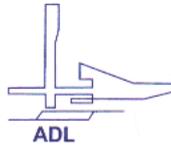
- 10) The Attached Detailed Specification at Section D (if applicable)
- 11) Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of contract will be made to the lowest priced quotation by the issue of a Local Purchase Order.
- 12) Bidders should take NOTE:
  - (a) **Disclosure of an Accredited Insurance Company** (Applicable to Agents) – Agents shall disclose their Accredited Insurance Company and submit consent letter from the insurance company to undertake the insurance cover.
  - (b) There are two Lots in this procurement. Each Lot shall be an independent contract. **Bidders shall quote for all items in the Lot. Each Lot will be awarded to the Lowest evaluated bidder respectively.** [*List any other requirements e.g. the provision of samples*]

Signed: .....

Name: Margaret Dzonzi

Title/Position: Senior Procurement Officer

For and on behalf of the Purchaser



**Procurement Number: ADL/RFQ/S/2025-26/ 25**

*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 within .....days/weeks/months from date of Purchase Order.
- 3) Services to 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 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 Annual Tax Clearance Certificate (current or for the last financial year)
  - (iv) Copy of PPDA Certificate
  - (v) **Submit Copy of certification as Insurance service provider by the Reserve Bank of Malawi or the Registrar of Financial Services Institutions**
  - (vi) Submit at least **Three** similar Contracts/LPOs performed in past two years
  - (vii) **A mandatory requirement to Comply to the requirements in Section D.**
- 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:

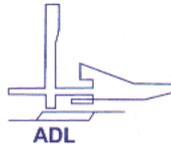
Company: \_\_\_\_\_

Registered Address:

.....

.....

**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.**



Procurement Number: ADL/RFQ/S/2025-26/ 25

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

Item No	Description of Goods (Attach detailed specification if necessary)	Book Value	Insurance Period	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	LOT 1 – Provision of Comprehensive Insurance for ADL Motor Vehicles, both Commercial and Staff cars, for the Period of Cover from 1st April, 2026 to 31st March, 2027	As per TORs attached	12 months		
2	LOT 2 – Provision of General Insurance cover for ADL Immovable Assets and All other risks for the Period of Cover from 1st April, 2026 to 31st March, 2027	As per TORs attached	12 months		
				<b>Sub Total</b>	
				VAT 17.5%	
			<b>Total</b>		

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

- (i) Compliance to Detailed Specification in Section D

**Authorised By:**

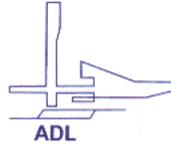
Signature: \_\_\_\_\_ Name: \_\_\_\_\_

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

(DD/MM/YY)

Authorised for and on behalf of:

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



**Procurement Number: ADL/RFQ/S/2025-26/ 25**

**SECTION D: DETAILED SPECIFICATIONS (IF APPLICABLE)**

**Technical Compliance Lot 1:**

The firm should confirm their compliance to provide the insurance cover for the insurance class and list of vehicles below:

<b>Item</b>	<b>Vehicle and Vehicle-Registration Number to be Insured</b>	<b>Bidder Undertakes that they (Comply/Not Comply)</b>
1	LOT 1 – Provision of Comprehensive Insurance for ADL Motor Vehicles, both Commercial and Staff cars, for the Period of Cover from 1st April, 2026 to 31st March, 2027 as per the attached Terms of Reference	

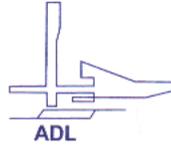
**Technical Compliance Lot 2:**

The firm should confirm their compliance to provide the insurance cover for the insurance class and list of Assets below:

<b>Item</b>	<b>Vehicle and Vehicle-Registration Number to be Insured</b>	<b>Bidder Undertakes that they (Comply/Not Comply)</b>
1	LOT 2 – Provision of General Insurance cover for ADL Immovable Assets and All other risks for the Period of Cover from 1st April, 2026 to 31st March, 2027 as per the attached Terms of Reference	

**Authorised By:**

Signature:		<u>Name:</u>	
Position:		<u>Date:</u>	
Authorised for and on behalf of:			(DD/MM/YY)
Company:			
Official Stamp:			



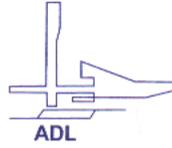
**Procurement Number: ADL/RFQ/S/2025-26/ 25**

**TERMS OF REFERENCE FOR PROVISION OF ANNUAL INSURANCE SERVICES FOR AIRPORT DEVELOPMENTS LIMITED FOR THE 2026/27 FINANCIAL YEAR**

**LOT 1 – PROVISION OF COMPREHENSIVE INSURANCE FOR ADL MOTOR VEHICLES, BOTH COMMERCIAL AND STAFF CARS, FOR THE PERIOD OF COVER FROM 1ST APRIL, 2026 TO 31ST MARCH, 2027**

**LOT 2 – PROVISION OF GENERAL INSURANCE COVER FOR ADL IMMOVABLE ASSETS AND ALL OTHER RISKS FOR THE PERIOD OF COVER FROM 1ST APRIL, 2026 TO 31ST MARCH, 2027**

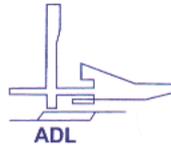
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**Procurement Number: ADL/RFQ/S/2025-26/ 25**  
**LOT 1 – PROVISION OF COMPREHENSIVE INSURANCE FOR ADL MOTOR VEHICLES, BOTH COMMERCIAL AND STAFF CARS, FOR THE PERIOD OF COVER FROM 1ST APRIL, 2026 TO 31ST MARCH, 2027**

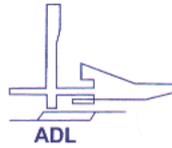
**LIST OF ASSETS AND THEIR VALUES BELOW:**

<b>AIRPORT DEVELOPMENTS LIMITED</b>					
<b>MOTOR COMMERCIAL VEHICLES 2026/2027 PERIOD</b>					
<b>ITEM NO.</b>	<b>MAKE</b>	<b>REG. NO.</b>	<b>COLOUR</b>	<b>VALUE</b>	
1	TOYOTA PRADO TXL	LL 6591	BROWN	90,000,000.00	
2	FORD EVEREST	60 SC 50	WHITE	187,500,000.00	
3	ISUZU DMAX DCAB	60 SC 19	SILVER	58,000,000.00	
4	ISUZU DMAX DCAB	61 SC 20	SILVER	92,000,000.00	
5	ISUZU DMAX DCAB	62 SC 22	WHITE	92,000,000.00	
6	ISUZU D-MAX D/CAB	BZ 12708/60 SC 16	WHITE	58,000,000.00	
7	ISUZU D-MAX	BZ 12707/60 SC 17	SILVER	58,000,000.00	
8	ISUZU D-MAX	BZ 12760/60 SC 18	WHITE	58,000,000.00	
9	TOYOTA COROLLA	BU 7924	BROWN	3,000,000.00	
10	TOYOTA COROLLA	BU 5130	BLUE	4,500,000.00	
1	TATA BUS	60 SC 2	WHITE	15,000,000.00	
2	TATA BUS	60 SC 1	WHITE	7,000,000.00	
3	TATA TIPPER	LL 12050/60 SC 21	WHITE	85,000,000.00	



**Procurement Number: ADL/RFQ/S/2025-26/ 25**

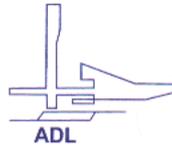
4	NISSAN PICK UP	60 SC 5	WHITE	7,000,000.00	
5	NISSAN PICK UP	60 SC 14	WHITE	7,000,000.00	
6	NISSAN PICK UP	60 SC 15	WHITE	7,000,000.00	
7	NEW HOLLAND TRACTOR	60 SC 7	BLUE	2,000,000.00	
8	MASSEY FERGUSON TRACTOR	60 SC 11	RED	5,000,000.00	
9	FIRE ENGINE	60 SC 9	RED	10,000,000.00	
10	FARMTRAC TRACTOR	LL 11617	RED	49,000,000.00	
11	TOYOTA COROLLA	BU 7203	BROWN	5,000,000.00	
12	TOYOTA COROLLA	BU 7215	RED	5,000,000.00	
13	TOYOTA COROLLA	BU 9164	SILVER	2,000,000.00	
14	TOYOTA COROLLA	BU 9185	BLACK	4,000,000.00	
15	TOYOTA COROLLA	LL 4434	SILVER	8,000,000.00	
				<b>218,000,000.00</b>	
<b>MOTOR CYCLE 2026/2027 PERIOD</b>					
<b>ITEM NO.</b>	<b>MAKE</b>	<b>REG. NO.</b>	<b>COLOUR</b>	<b>VALUE</b>	<b>REVISED VALUE</b>
1	YAMAHA M/CYCLE	60 SC 12	BLUE	1,000,000.00	
2	YAMAHA M/CYCLE	60 SC 13	BLUE	1,000,000.00	
				<b>2,000,000.00</b>	



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**MOTOR PRIVATE VEHICLES (STAFF) 2025/2026 PERIOD**

ITEM NO.	NAME	MAKE	REG. NO.	COLOUR	VALUE
1	B. MUNTHALI	Nissan Bluebird	MZ 9627	Silver	3,500,000.00
2	R. KHAMISA	Nissan Lefesta	RU 2630	Silver	4,500,000.00
3	F.KAKHOME	Toyota Vitz	LL 5296	White	4,000,000.00
4	A. MWENJE	Toyota Avensis	MZ 392	Silver	5,000,000.00
5	L. CHIMALIZENI	VW Polo	LA 9646	Silver	3,000,000.00
6	S. DZIMKAMBANI	Honda Stream	CA 6967	Black	4,500,000.00
7	V. MKONDIWA	Toyota Fielder	BX 3124	Red	4,500,000.00
8	FELIX KAPHIRI	Mazda Verisa	TO 8728	Silver	3,500,000.00
9	WEZI GONDWE	Toyota IST	CK 5475	Black	3,500,000.00
10	ANNIE LONGWE	Toyota Rush	BZ 6241	Black	8,000,000.00
11	PETER KAIPA	Honda Insight	TO 9982	Brown	4,000,000.00
12	GRACE HIWA	TOYOTA FORTUNER	BU 4398	BROWN	30,000,000.00
13	WILSON CHAGUNDA	Mazda Demio	BW 7770	White	3,000,000.00
14	KENNEDY MITENGO	Toyota Passo	KA 6399	Silver	4,000,000.00
15	JOY MASACHE	Honda Insight	NS 8969	Silver	4,000,000.00
16	JOAN MHANGO	MAZDA SUZUKI	NA5427	GREY	2,700,000.00



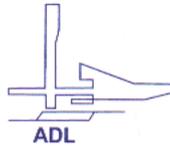
**Procurement Number: ADL/RFQ/S/2025-26/ 25**

17	MCDONALD GONAUINJI	TOYOTA CARINA	MZ 6890	WHITE	3,200, 000.00
18	ELSIE KALIZINJE	HONDA	BZ 6293	GREY	5,000,000.00
19	KONDWANI NTHANDIZI	BMW 1SERIES	MN 4596	BLACK	15,000,000.00
20	SARAH KAPINDULA	MAZDA DEMIO	CA 7271	GREY	5,000,000.00
21	NELLIE MKANDAWIRE	HONDA FIT	NN 5287	BEIGE	4,000,000.00
22	ESTHER MHANGO	TOYOTA LACTIS	PE 8120	BLACK	3,500,000.00
23	FLORIDASAKALA	NISSAN - TIIDA LATIO	BT 2333	BLACK	6,000,000.00
24	MKHWACHI MOYO	MAZDA DEMIO	CZ 7768	SILVER	10,000,000.00
25	ALICE SAGAWA	NISSAN TILDA	KU 8882	SILVER	10,000,000.00
26	ISHA MHONE	NISSAN - X-TRAIL	NN 11596	WHITE	20,000,000.00
					<b>170,200,000.00</b>

**LOT 2 – PROVISION OF GENERAL INSURANCE COVER FOR ADL IMMOVABLE ASSETS AND ALL OTHER RISKS FOR THE PERIOD OF COVER FROM 1ST APRIL, 2026 TO 31ST MARCH, 2027**

**LIST OF ASSETS AND THEIR VALUES BELOW:**

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*List of Services and Related Goods*

**Procurement Reference Number: ADL/INS/CS/08**

**DETAILED SCHEDULES**

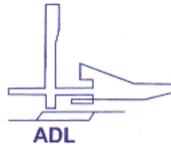
**CLASSES** : **Fire and allied perils**  
**PROPERTY COVERED AND SUM INSURED** : **As per schedule overleaf.**

**1. PREMIUM**

Basic Premium = K.....  
 Plus 17.5% Surtax = K.....  
 Stamp duty = K.....  
**Renewal Premium = K.....**

**SCHEDULE OF BUILDINGS – LILONGWE INTERNATIONAL AIRPORT**

<b>Item No.</b>	<b>Description</b>	<b>Estimated Value – MK</b>
1	Transmitter Building	5,000,000.00
2	Upper Air Station Offices	5,000,000.00
3	Surface Observation Station	5,000,000.00
4	Security Gate House	2,000,000.00
5	Health & Isolation	6,000,000.00
6	Telephone Exchange – MTL Sorting Office	10,000,000.00
7	Flight Catering Offices	20,000,000.00
8	Flight Catering Building (163m) and Office	180,000,000.00
9	Staff Cafeteria & Toilet Block	345,000.00
10	Staff Cafeteria (MET Office)	11,500,000.00
11	ADL Estates Offices	15,000,000.00
12	Operations Block (ADL Offices) 54m	60,000,000.00
13	Genset Houses – Terminal Building	600,000.00
14	Operations Block – Rump Building	20,000,000.00
15	Control Tower	20,000,000.00
16	Telecommunications Centre	10,000,000.00
17	Civil Works Depot Stores	10,000,000.00
18	Civil Works Depot Workshop	30,000,000.00
19	Apron Equipment Building	11,500,000.00
20	Civil Works Depot Offices	200,000,000.00
21	Fire Stations Administration Block	500,000.00
22	Terminal Building – 996m	2,400,000,000.00
23	DCA Workshop	15,000,000.00
24	Freight Building Cargo Building – 136m	120,000,000.00
25	Water Pumping Station	30,000,000.00
26	ADL & DCA Stores	20,000,000.00
27	Landscape Buildings	10,000,000.00
28	KIA Water Tank - Concrete	20,250,000.00



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29	KIA Water Tower - Concrete	20,000,000.00
30	Chemical Room	1,000,000.00
31	Upper Air Chemical Office	3,000,000.00
32	VIP Public Toilets	2,000,000.00
33	VIP including the VVIP	75,000,000.00
34	Workshop & Office - LIHACO	45,000,000.00
35	Each and every sub station	3,000,000.00
36	Lumbadzi Police Station and offices	34,500,000.00
37	Lumbadzi Water Tank - Concrete	20,000,000.00
38	Filling Station and Offices	15,000,000.00
39	Solar Farm and Offices	1,200,000,000.00
40	ADL Workshop and Offices	2,000,000.00
41	Control Tower Toilet Block	1,500,000.00
	<b>Total Sums Insured</b>	<b>4,668,195,000.00</b>

**SCHEDULE ATTACHING TO AND FORMING PART OF FIRE AND ALLIED PERILS POLICY .....ISSUED IN THE NAME OF AIRPORT DEVELOPMENTS LIMITED**

<b>Description</b>	<b>Sums to be Insured MK</b>
On Buildings at Lilongwe Int. Airport	4,668,195,000.00
Contents Plant & Machinery	345,000,000.00
On Rent Receivable	272,000,000.00
On non-residential buildings: School,	20,000,000.00
On Aviation Hostel/Training Scholl	60,000,000.00
On ADL House	500,000,000.00
On Electrical Works & Navigation Aids	100,000,000.00
On Debris Removal Costs	18,000,000.00
On extra charges	10,000,000.00
On Claims Preparation Costs	5,000,000.00
On Professional Fees	200,000,000.00
On DEC	20,250,000.00
<b>Totals</b>	<b>5,818,445,000.00</b>

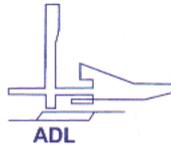
**CLASS : Consequential Loss-Fire Perils**

**INTEREST COVERED AND SUMS INSURED :**

- : increased cost of working - K 5,000,000.00
- : on claims preparation cost - K 200,000.00
- : indemnity period - 24 months

**PREMIUM**

- Basic Premium = K.....
- Plus 17.5% = K.....
- Stamp duty = K.....



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(i) **Renewal Premium = K.....**

**CLASS : House owners (Lumbadzi Housing Estate)**

(ii) **PROPERTY COVERED**

**AND SUMS INSURED : As per schedule overleaf.**

**PREMIUMS**

Basic Premium = K.....  
 Plus 17.5% Surtax = K.....  
 Stamp Duty = K.....  
 Renewal Premium = K.....

(iii) **SCHEDULE ATTACHING TO AND FORMING PART OF HOUSE OWNERS**

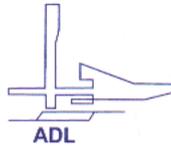
(iv) **ITEM NO. DESCRIPTION**

**SUM INSURED**

1.	On private dwelling houses situate anywhere in Malawi (see schedule below).	K5,776,140,000.00
2.	On professional fees for the reinstatement of the above property (item 1 above).	K 2,000,000.00
3.	On rent receivable (24 months' indemnity period)	K 272,000,000.00
4.	Debris removal	<u>K 12,000,000.00</u>
	<b>Total</b>	<b>K2, 245,120,000.00</b>

(v) **SCHEDULE OF HOUSES – LUMBADZI HOUSING ESTATE**

(vi) HOUSE CLASS	NO. OF HOUSES	ESTIMATED VALUE MK
F2 – detached	1	4,700,000.00
F2 – semi detached	208	977,840,000.00
E3	328	2,099,200,000.00
E4	134	1, 018,400,000.00
D	82	1,148,000,000.00



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C	64	1,088,000,000.00
B	12	312,000,000.00
EH15	13	123,900,000.00
DH8	5	50,500,000.00
CH10	1	22,500,000.00
	<b>848 Houses</b>	<b>5,776,140,000.00</b>
	<b>Total</b>	

**SCHEDULE ATTACHING TO AND FORMING PART OF HOUSEHOLDERS POLICY (STAFF)**

No.	Owner	Location	Buildings and Out-buildings – Sums Insured	Contents Sums Insured
			MK	MK
1.	Chikwana J	Plot No. 49/1/649, Lilongwe	3,200,000.00	300,000.00
2.	Longwe A	Plot No. KH/132, Mzuzu	15,000,000.00	1,000,000.00
3	Longwe A	Plot No. 49/1/2146, Lilongwe	25,000,000.00	5,000,000.00

**SCHEDULE ATTACHING TO AND FORMING PART OF BURGLARY POLICY**

**CLASS** : **Burglary**  
**SITUATION** : **General stores office**

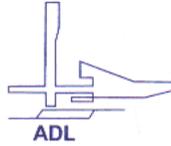
**PROPERTY COVERED AND SUM INSURED**

All the property of the insured for which they are responsible and All pertaining trade or business On all contents including Maintenance materials and Stationery.

<b>Full declaration value</b>	<b>First loss sum insured</b>
K20,000,000.00	K5,000,000.00

**(vii) PREMIUM**

Basic = K.....  
 Plus 17.5% surtax = K.....



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Stamp duty = K.....  
 Renewal premium = K.....

**Schedule attaching to and forming part of Burglary Policy**

Description	Declared Full Value MK	First Loss Sums Insured
All property of the insured for the insured for which they are responsible and all pertaining trade or business contents including maintenance materials and stationery	20,000,000.00	5,000,000.00

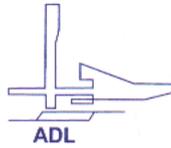
**CLASS** : **Office Combined**  
**SITUATION** : Airport Developments house –Lilongwe  
 International Airport – Lilongwe

**PROPERTY COVERED AND SUMS INSURED**

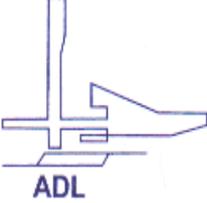
Item No.	Description	Value (MK)
A	<b>General Office Contents</b>	8,000,000.00
B	<b>Office Machinery</b>	
1	HP 13600 Fax/Copier/Printer, S/No. CNC9765N2TY	29,833.32
3	Canon LV-X6 Multi Media Projector, S/No. UY00439C	285,000.00
4	VSAT equipment	819,340.00
5	Kylin PABX Switchboard	1,903,777.70
	Total value for Office machinery	11,037,951.02
C	Public Liability	100,000.00
D	Deletion of Electrical Clause	200,000.00

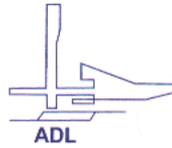
(viii) **PREMIUM**  
 Basic Premium = K.....  
 Plus 17.5% Surtax = K.....  
 Stamp duty = k.....  
**Renewal Premium** = **K.....**

**CLASS** : **Electronic Equipment**



Procurement Number: ADL/RFQ/S/2025-26/ 25

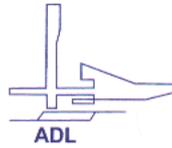
			
	<b><u>REPORT DEVELOPMENTS LIMITED</u></b>		
	<b><u>ICT EQUIPMENT AND ACCESSORIES</u></b>		
<b>ITEM #</b>	<b><u>SUMMARY INSURANCE LIST</u></b>		
<b>1</b>	<b>LAPTOPS</b>	<b><i>MK</i></b>	<b><i>37,909,625.00</i></b>
<b>2</b>	<b>OTHER ACCESSORIES</b>	<b><i>MK</i></b>	<b><i>3,859,650.00</i></b>
<b>3</b>	<b>CELLPHONES</b>	<b><i>MK</i></b>	<b><i>30,187,550.00</i></b>
<b>TOTAL FOR ICT EQUIPMENT</b>		<b><i>MK</i></b>	<b><i>71,956,825.00</i></b>



**Procurement Number: ADL/RFQ/S/2025-26/ 25**

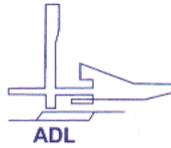
**LAPTOP COMPUTERS**

ITEM #	BRAND	DESCRIPTION	SERIAL/PART NUMBER	ALLOCATION	COST PRICE
1	HP	Spectre Convertible			1,650,000.00
			5CD7517LH	CEO	
2	HP	OminBook Flip 14			4,800,000.00
			8CG5134Z2R	FD	
3	HP	Envy X360 Convertible			4,800,000.00
			VNY52600NG	CS	
4	HP	Envy X360 Convertible			1,170,000.00
			CND12420FQ	IAM	
5	HP	Envy X360 Convertible			1,170,000.00
			CND0462S7X	ICT MGR	
6	McBOOK	14			2,000,000.00
				HRAM	
7	HP	A3LVSPA3UUF			2,800,000.00
			5CDD425417Y	SPO	
8	HP				844,625.00
			CND0532HG3	Snr. Accountant	
9	HP	Envy X360 Convertible			1,170,000.00
			CND1240ZDF	BDM	
10	HP	ProBook 450 G3			550,000.00
			5CD6435ZP2	CO	
11	HP	OminBook Flip 14			1,180,000.00
			VNY52809WH	EM	
12	HP	ProBook 450 G3			550,000.00
			5CD6435ZP3	AA	



**Procurement Number: ADL/RFQ/S/2025-26/ 25**

13	HP	Envy X360 Convertible			1,170,000.00
			CND12420FQ	EMO	
14	HP	Pavillion 15-cs3063cl			560,000.00
			5CD9469K7J	SPE	
15	HP	Pavillion 15-cs3063cl			560,000.00
			5CD9035WZW	PE	
16	HP	Pavillion 15-cs3063cl			560,000.00
			5CD9505BJ5	ICT Tech 2	
17	HP	15-dw2025cl			925,000.00
			CND0532HG3	CS PA	
18	HP	15s-fq5886TU			925,000.00
			5CD2194ZVY	Accountant	
19	HP	15s-fq4011TU			925,000.00
			5CD2245FPR	PRO	
20	HP	15s-fq4011TU			925,000.00
			5CD2245FRB	HRMO	
21	HP	15s-fq5886TU			925,000.00
			5CD2194ZSL	AO	
22	HP	15s-fq5886TU			925,000.00
			5CD2194ZSV	IA	
23	HP	15s-fq5886TU			925,000.00
			5CD2194ZV	FC PA	
24	HP	14-dy0045nia			1,050,000.00
			8cg21704L6	CEO PA	
25	HP	2VOW5ES#ACQ			925,000.00
			CND1458Q87	StoresO	
26	HP				925,000.00
				EMO BLZ	

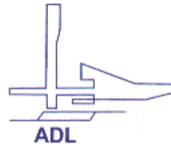


**Procurement Number: ADL/RFQ/S/2025-26/ 25**

29	LENOVO	IDEALPAD FLEX 5 14IAU7			3,000,000.00
			PW022LDH	FM	
<b>TOTAL FOR LAPTOPS - MK</b>					<b>37,909,625.00</b>

**OTHER ACCESSORIES**

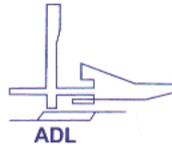
ITEM #	BRAND	DESCRIPTION	SERIAL NUMBER	ALLOCATION	COST PRICE
1	Sony	<u>Multi Media Projector</u>			285,000.00
		LV-X6	UY00439C	BLZ CIA	
2	Sony	<u>Multi Media Projector</u>			500,000.00
		VPL-DX221	7045958001S	ICT Office	
3	Sony	<u>Multi Media Projector</u>			500,000.00
		VPL-DX221		ICT Office	
			A203KS10		
4	Hisense	<u>Smart TV</u>	Lens 21218094		1,287,325.00
		Camera	8855377	PRO	
			A203KS10		
4	Nikon	<u>D5600</u>	Lens 21218094		1,287,325.00
		Camera	8855377	PRO	
5		<u>Portable Speaker</u>		ICT M	1,100,000.00
<b>TOTAL FOR ACCESSORIES - MK</b>					<b>3,859,650.00</b>



**Procurement Number: ADL/RFQ/S/2025-26/ 25**

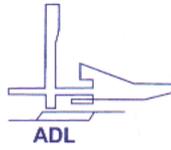
**CELLPHONE LIST**

NO.	BRAND	DESCRIPTION		SERIAL NUMBER	COST PRICE
1	SAMSUNG	Galaxy 25 Ultra 5G	CEO		5,400,000.00
3	SAMSUNG	Galaxy 25 Ultra 5G	CS	R5CY81ERZLX	4,000,000.00
4	SAMSUNG	A73 5G SM-A736B/DS	IAM	R5CT41EB2WN	800,000.00
5	SAMSUNG	A72 SM-A725F/DS	HRAM	R58T11854ZT	800,000.00
6	SAMSUNG	A73 5G SM-A736B/DS	BDM	R5CT41EB2VY	800,000.00
7	SAMSUNG	A73 5G SM-A736B/DS	SPO	R5CT41F786B	800,000.00
8	SAMSUNG	A73 5G SM-A736B/DS	FM	R5CT41ELFWW	800,000.00
9	ONEPLUS	10 PRO	ICTM	759ed5af	800,000.00
10	REDMI	NOTE 11Pro+ 5G	TOO	f4dd41f0eb34	600,000.00
11	IPHONE	XR	SPE	DNPXMHXGKXKP	600,000.00
12	REDMI	NOTE 10 Pro	PRO	eade87e	375,000.00
13	SAMSUNG	Tab S8+ 5G	CEO	R54T405XYPN	1,712,550.00
14	SAMSUNG	S7+ Tab SM T975	EM	R52N80BZ4ZL	800,000.00
15	SAMSUNG	Galaxy A52	EMO	RZ8T12DZ9LX	800,000.00



**Procurement Number: ADL/RFQ/S/2025-26/ 25**

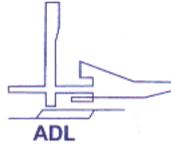
16	REDMI	Note 9	CIC	aab0dc030505	250,000.00
17	REDMI	Note 9	CS(BOKOLA)	ce00dcd80504	250,000.00
18	SAMSUNG	Galaxy A53 5G	CEO PA	RFCT611LYXW	600,000.00
19	SAMSUNG	Galaxy A13	SNR ACC	RZ8T40LPZKJ	600,000.00
20	SAMSUNG	Galaxy A52	ACC	RZ8T71DF0BH	450,000.00
21	REDMI	Note 11	AO	39137/E2SS00402	450,000.00
22	SAMSUNG	Galaxy A53 5G	PMAO	RFCT611MCBZ	600,000.00
23	SAMSUNG	Galaxy A53 5G	HRMO	RZCT700KGQW	600,000.00
24	REDMI	10C	AA	d4ab3b63	250,000.00
25	SAMSUNG	Galaxy A33 5G	PA FC	RRCT601ED5W	450,000.00
26	SAMSUNG	Galaxy A33 5G	PA CS	RRCT701108R	450,000.00
27	SAMSUNG	Galaxy A33 5G	SO	RRCT7010LJJ	450,000.00
28	SAMSUNG	AO3S	ENG	A037FZBGMEA	450,000.00
29	ONEPLUS	Nord CE 2	IA	PVEUT4F665QGUSLZ	450,000.00
30	REDMI	10A	LS	39337/E2V512162	



**Procurement Number: ADL/RFQ/S/2025-26/ 25**

					250,000.00
<b>31</b>	SAMSUNG	A73	FM	RZCTB1NMJAP	450,000.00
<b>32</b>	IPHONE	14 PRO MAX	FD	LYDFT2M1VQ	4,100,000.00
<b>TOTAL FOR CELLPHONES &amp; TABLES</b>					<b>30,187,550.00</b>

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Procurement Number: ADL/RFQ/S/2025-26/ 25

**INTEREST/SUMS INSURED**

Item No.	Description	Sum Insured - MK
1	Olympia Generator, Model	3,000,000.00
2	Switch Gears	2,000,000.00
3	Lawn Mowers - Two	500,000.00

(ix) **PREMIUM**

Basic = K.....  
Plus 17.5% Surtax = K.....  
Stamp Duty = K.....  
**Renewal Premium** = **K.....**

**CLASS** : **Money**  
**SITUATION** : Anywhere in Malawi

**INTEREST/SUMS INSURED**

Item No.	Description	Limits - MK
1	Money in Transit and/or on premises whilst open for business	2,000,000.00
2	Money in the Hands of Directors & Officers	1,000,000.00
3	Estimated Annual Earnings	12,000,000.00
		<b>15,000,000.00</b>

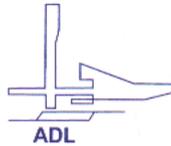
(x) **PREMIUMS**

Basic Premium = K.....  
Plus 17.5% Surtax = K.....  
Duty Stamp = K.....  
**Renewal Premium** = **K.....**

**CLASS** : **Fidelity Guarantee**  
**SITUATION** : Anywhere in Malawi

**EMPLOYEES COVERED AND AMOUNT GUARANTEE:**

**Item No.**      **Occupation**      **Limited of Guarantee**  
Any employee      K8,000,000.00



Procurement Number: ADL/RFQ/S/2025-26/ 25

(xi) **PREMIUM**

Basic Premium = K.....  
Plus 17.5% Surtax = K.....  
Stamp Duty = K.....  
**Renewal Premium = K.....**

**CLASS** : **Goods-In-Transit**  
**SITUATION** : Anywhere in Malawi

**PROPERTY COVERED**  
**AND AMOUNT GUARANTEE:** K5,000,000.00

(xii)

(xiii) **PREMIUM**

Basic Premium = K.....  
Plus 17.5% Surtax = K.....  
Stamp Duty = K.....  
**Renewal Premium = K.....**

**CLASS** : **Travel**

**EMPLOYEES COVERED**  
**AND AMOUNT GUARANTEE:** On the lives of all Directors/Employees whilst Travelling on business.

Item No	Description	Limit
		<b>MK</b>
1	Baggage & Personal Effects	2,000,000.00
2	Money	2,000,000.00
3	Personal Accident	4,000,000.00
4	Medical Expenses	4,000,000.00
		<b>12,000,000.00</b>

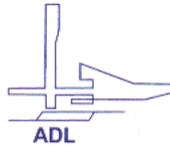
(xiv)

(xv) **PREMIUM**

Basic Premium = K.....  
Plus 17.5% Surtax = K.....  
Stamp Duty = K.....  
**Renewal Premium = K.....**

**CLASS** : **Group Personal Accident**  
**SITUATION** : Worldwide 24 hours protection  
Excluding North America and Canada

**EMPLOYEES COVERED**  
**AND AMOUNT GUARANTEE:** As per schedule overleaf



**Procurement Number: ADL/RFQ/S/2025-26/ 25**

**(xvi) Benefits**

- Death** - A sum equal to 2.5 years earnings
- Permanent total Disablement - A percentage of Death benefits depending upon the degree of disablement.
- Temporary total Disablement - A sum equal to 100% of average Weekly earnings up to 104 weeks.
- Medical Expenses - Any one claim K1,000,000,00.

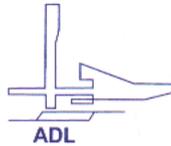
**(xvii)**

**(xviii) PREMIUM**

- Basic Premium = K.....
- Plus 17.5% Surtax = K.....
- Stamp Duty = K.....
- Renewal Premium** = K.....

**Schedule Attaching to and Forming Part of Group Personal Accident**

<b>Item No.</b>	<b>Description</b>	<b>Estimated Annual Earnings - MK</b>
1	Chief Executive Officer	47,209,240.44
3	Company Secretary	37,073,742.60
4	Financial Controller	37,073,742.60
5	finance Manager	22,910,971.08
6	Internal Audit Manager	25,259,345.64
7	ICT Manager	25,259,345.64
8	HR & Admin Manager	24056519.64
9	Engineer Manager	24056519.64
10	Business Development Manager	22,910,971.08
11	Snr procurement Officer	17,992,143.84
12	Revenue Accountant	17,992,143.84
13	Snr Projects Officer	15,541,318.32
14	Human Resource Management Officer	14,097,315.48
15	Internal Auditor	14,097,315.48
16	Commercial Officer	14,802,181.32
17	Estates Management's Officer	10,543,542.00
18	CEO's PA	17,135,375.04
19	CS's Personal Secretary	11,070,719.16
20	FC'S Personal Secretary	11,624,255.16
21	Public Relations Officer	10,041,468.60
22	Accountant	12,815,741.28
23	Stores Officer	10,041,468.60
24	Admin. Officer	11,070,719.16
	<b>Total Estimated Earnings</b>	<b>454,676,105.64</b>
	Medical Expenses	1,500,000.00



Procurement Number: ADL/RFQ/S/2025-26/ 25

**CLASS** : **Group Personal Accident-Senior Managers Spouse**  
**SITUATION** : Worldwide 24 hours protection  
Excluding North America & Canada

**EMPLOYEES COVERED AND AMOUNT GUARANTEE:** On the life of Spouses of the Senior Managers as per schedule below.

(xix) **Benefits**

(xx) Death - K3,000,000.00

Permanent total Disablement - 3,000,000.00

Temporary total Disablement - Nill

Medical Expenses - K2,500,000.00 any one claim

**Schedule Attaching to and Forming Part of Personal Accident**

<u>Item No.</u>	<u>Occupation</u>	<u>Limit</u>
1.	Chief Executive's Spouse	1
2.	Company Secretary's Spouse	1
3.	Financial Controller's Spouse	1

**CLASS** : **Public Liability**

**SITUATION** : Anywhere in Malawi

**Description** **Limit of Liability**

General Liability K15,000,000.00

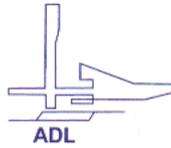
(xxi) **PREMIUMS**

Basic Premium = K.....  
Plus 17.5% Surtax = K.....  
Stamp duty = K.....  
Renewal Premium = K.....

**CLASS** : **Worker's Compensation**

**SITUATION** : Anywhere in Malawi

**PROPERTY COVERED**



Procurement Number: ADL/RFQ/S/2025-26/ 25

**AND ESTIMATED  
ANNUAL EARNINGS**

<b>Occupation</b>	<b>No. of Employees</b>	<b>Estimated Annual Earnings - MK</b>
Supervisors	6	49,384,920.00
Technical and Clerical	43	17,264,813.15
Landscapers	8	17,856,243.50
Security Guards, Rangers, Messengers, Cleaners	48	21,643,558.42
Temporary labourers	75	48,500,000.00
Casual Artisans & Apprentices	60	51,120,000.00
		205,769,535.07

(xxii)

**(xxiii) Benefits**

**Death/permanent total disablement - K1,500,000.00**

**Medical Expenses - 10% of death/Permanent Total  
Disablement subject to a maximum  
of K150,000.00**

Common Law Claims - K1,000,000.00  
Over Limit Any One Event - K1,500,000.00  
Aggregate Limit Any one Period - K5,000,000.00

**(xxiv) PREMIUMS**

Basic Premium = K.....  
Plus 17.5% Surtax = K.....  
Stamp duty = K.....  
Renewal Premium = K.....

**CLASS : Motor Private (Staff)**

**INSURED RISKS : Comprehensive and Third Party only**

**SITUATION : Anywhere in Malawi**

**PROPERTY COVERED  
AND SUMS INSURED : As per schedule overleaf**

**Limit of Third Party Liability**

Property Damage - K2,000,000.00  
Loss of Use - K 500,000.00  
Death or Bodily Injury - K5,000,000.00